MINOLTA

User Manual

The essentials of imaging

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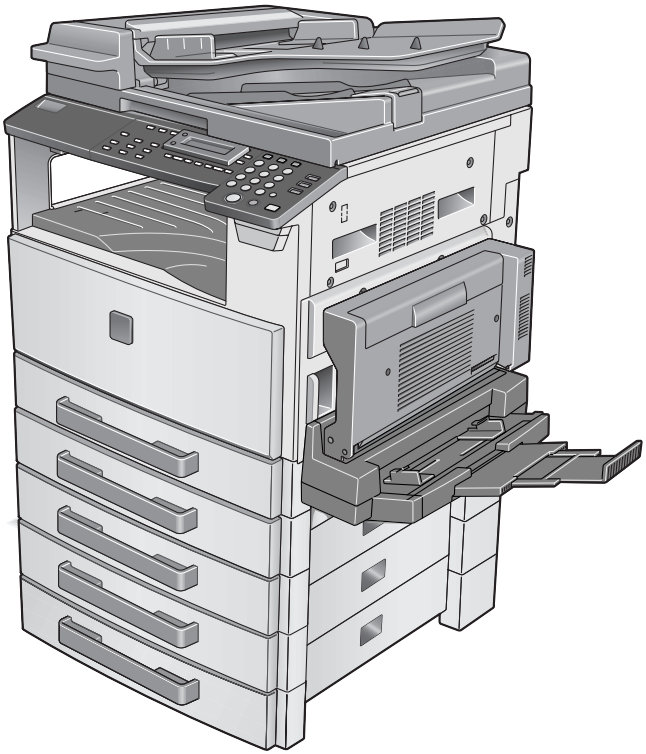
Di1611/Di2011



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Contents

1 Introduction

1.1 Introduction 1-2
We Want You to Be a Satisfied Customer 1-2

1.2 Explanation of Manual Conventions 1-3

1.3 Explanation of Basic Concepts and Symbols 1-4
Paper Feeding 1-4
“Width” and “Length” 1-5
Paper Orientation 1-5

1.4 Energy Star® 1-6
What is an ENERGY STAR® Product? 1-6

1.5 Safety Information 1-7
Warning and Precaution Symbols 1-7
Meaning of Symbols 1-7
WARNING 1-8
CAUTION 1-9
Precautions for Routine Use 1-10
USER INSTRUCTIONS
CE Marking (Declaration of Conformity) 1-10
Laser Safety 1-11
Laser Safety Label 1-14
Ozone Release 1-14

2 Precautions

2.1 Installation Precautions 2-2
Installation Site 2-2
Power Source 2-2
Space Requirements 2-3

2.2 Operation Precautions 2-4
Operating Environment 2-4
Proper Use 2-4
Transporting the Machine 2-5
Care of Machine Supplies 2-5
Storage of Copies 2-6

2.3 Legal Restrictions on Copying 2-7

2.4 Components and Their Functions 2-8

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2.5 Part Names and Their Functions 2-10
Main Unit 2-10
Inside of Main Unit 2-12
Document Feeder (Optional) 2-13
Multiple Bypass (Optional) 2-14
Paper Feed Unit (Optional) 2-15
Job Separator (Optional) 2-16

2.6 Names of Control Panel Parts and Their Functions 2-17
Control Panel Parts and Their Functions 2-17
Display Indications 2-20
Adjusting the Angle of the Display 2-21

2.7 Power Supply 2-22
To turn on the machine 2-22
To turn off the machine 2-22
Default Settings 2-22
Auto Panel Reset 2-23
Energy Save Mode 2-23
Auto Shut Off 2-23
Queued Copy Jobs 2-24

3 Basic Operations

3.1 Making Copies 3-2
To make a simple copy 3-2

3.2 Loading Paper 3-4
Loading Paper Into the Paper Tray 3-5
To load paper into the 1st Tray 3-5
To load paper into the 2nd Tray 3-7

3.3 Loading the Document 3-9
With the Document Feeder 3-9
With the Original Glass 3-11
To position sheet documents 3-11
To position translucent or transparent documents 3-13
To position a book 3-15
To load documents of mixed sizes 3-16

3.4 Stopping/Restarting/Cancelling a Copy Job 3-18

3.5 Confirmation Mode 3-19
To check the counters 3-20

3.6 Reducing Electricity Usage 3-22

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4 Useful Operations

4.1 Specifying a Zoom setting 4-2
To enlarge/reduce a standard-sized document to a different standard size 4-2

4.2 Using the "Auto/Photo" Function 4-4
To make sharp copies of illustrations or photos 4-4

4.3 Copying Onto Various Types of Media 4-6
To copy onto OHP transparencies 4-6
To copy onto label sheets 4-8
To copy onto envelopes (non-standard size) 4-11
To copy onto postcards 4-14

5 Before Making Copies

5.1 Paper 5-2
Paper Types 5-2
Paper Sizes 5-3
Paper Capacity 5-4
Unsuitable Paper 5-5

5.2 Print Area 5-6

5.3 Paper Storage 5-7

5.4 Making Copies on Manually Fed Paper 5-8
Paper That Can Be Fed Manually 5-8
Adjusting the Multiple Bypass 5-9
Loading Paper Into the Bypass Trays 5-10
To load plain paper 5-10
Loading Special Paper Into the Bypass Trays 5-11
To load postcards 5-11
To load envelopes 5-12
To load OHP transparencies 5-14
To load label sheets 5-15
Copying Onto Manually Fed Paper 5-16
To copy using the Manual Bypass 5-16
To copy using the Multiple Bypass 5-19

5.5 Selecting the Paper Source 5-22
To make copies using the Auto Paper function 5-22
To copy with a manually selected paper size 5-23
To load special paper into the 1st Tray 5-24
Automatically Selecting the Paper Source 5-25
Order for Automatically Switching Paper Drawers 5-26

Downloaded From ManualsPrinter.com Manuals

5.6 Original Documents 5-27
Using the Document Feeder 5-27
Document Types 5-27
Documents of Uniform Sizes 5-28
Mixed Width Document Sizes (AFR-19) 5-28
Precautions Concerning the Documents 5-29

5.7 Specifying a Zoom Setting 5-30
Zoom Settings 5-30
To make copies using the “AUTO” zoom setting 5-31
To make copies using a fixed zoom setting 5-32
To make copies using a specific zoom setting 5-33
To make copies using the “X/Y Zoom” function 5-34

5.8 Specifying the Copy Density (“Auto/Photo” Function) 5-36
To make copies after specifying a copy density 5-37

5.9 Interrupting Copy Jobs 5-38
To interrupt a copy job 5-38

6 Advanced Copy Operations

6.1 Single-Sided Copies 6-2
To make copies using the “2in1” (or “4in1”) copy function 6-2
To make copies using the “Book Separation” function 6-4

6.2 Double-Sided Copies 6-6
Double-sided copying is not possible under the following conditions: 6-7
To make double-sided copies using the Original Glass 6-8
To make double-sided copies using the Document Feeder 6-9

6.3 Finishing Copies (“Sort” and “Group” functions) 6-10
Notes on Using the “Sort” and “Group” Functions 6-12
Shift Sorting 6-12
Crisscross Sorting 6-12
Shift Grouping 6-13
Crisscross Grouping 6-13
Specifying Finishing 6-14
To make copies using a Finishing function 6-14

6.4 Erasing Sections of Copies 6-15
Precautions on the Erased Margin Location 6-15
To make copies using an Erase setting 6-16

6.5 Negative/Positive Inverted Copying 6-17
To make copies using the negative/positive inverted copy function 6-17

Downloaded From ManualsPrinter.com Manuals

6.6 Making Copies for Filing (“File Margin” function) 6-18
Precautions on the Binding Margin Location 6-18
To make copies using the “File Margin” function 6-19

6.7 Programmed Copy Jobs 6-20
To store a copy program 6-20
To recall a copy program 6-22

6.8 Access Numbers 6-23
To enter an access number 6-23

7 Utility Mode – Copy Functions

7.1 Utility Menu Commands 7-3

7.2 Specifying Machine Settings (“MACHINE SETTING” Menu) 7-5
To select the “MACHINE SETTING” menu 7-6
To set the “AUTO PANEL RESET” function 7-7
To set the “ENERGY SAVE MODE” (preheat mode) function 7-8
To set the “AUTO SHUT OFF” function 7-9
To specify the scanning image quality (“DENSITY(ADF)” function) 7-11
To specify the scanning image quality (“DENSITY(BOOK)” function) 7-12
To specify the printing density (“PRINT DENSITY” function) 7-13
To set the “LCD CONTRAST” function 7-14
To set the “LANGUAGE” function 7-15

7.3 Setting Up the Paper Sources (“PAPER SOURCE SETUP” Menu) 7-16
To select the “PAPER SOURCE SETUP” menu 7-17
To specify the automatic paper size detection units (“INCH/METRIC” function) 7-18
To specify the size of paper loaded into the 1st Tray (“TRAY1 PAPER” function) 7-19
To set the “PAPER TYPE” function 7-22

7.4 Specifying User-Managed Service Tasks (“USER MANAGEMENT” Menu) 7-23
To perform the “DRUM DEHUMIDIFY” function 7-24
To perform the “TONER REPLENISHER” function 7-25

7.5 Specifying Administrative Settings (“ADMIN. MANAGEMENT” Menu) 7-26
To select the “ADMIN. MANAGEMENT” menu 7-27
To set the “AUTO SHUT OFF” function 7-28
To turn on/off user (section) management 7-30
To register user (section) access numbers 7-31
To change/delete user (section) access numbers 7-33
To display/clear the total count for a specific account 7-35

Downloaded From ManualsPrinter.com Manuals

To clear the total counts for all accounts 7-37

7.6 Specifying Copy Settings 7-38
"COPY SETTING 1" & "COPY SETTING 2" menus..... 7-38
To select the "COPY SETTING 1" menu 7-40
To set the "PAPER PRIORITY" function..... 7-41
To set the "DENSITY PRIORITY" function 7-42
To set the "AUTO" density level ("DENSITY LEVEL(A)" function) 7-43
To set the manual density level ("DENSITY LEVEL(M)" function) 7-44
To set the "BINDING POS." function 7-45
To specify the binding width ("MARGIN SETTING" function) .. 7-46
To specify the erased width ("ERASE SETTING" function) 7-47
To set the "SMALL ORIGINAL" function 7-48
To select the "COPY SETTING 2" menu 7-49
To set the "MIXED ORIGINAL" function 7-50
To set the "COPY PRIORITY" function..... 7-51
To specify the default finishing mode ("OUTPUT PRIORITY" function)..... 7-52
To set the "4IN1 COPY ORDER" function 7-53
To set the "CRISSCROSS MODE" function 7-54
To set the "DUPLEX COPY" function 7-55

8 Error Messages

8.1 When the Message "TONER EMPTY" Appears 8-2
To replace the toner bottle 8-2

8.2 When the Message "PAPER JAM" Appears 8-5
To clear a paper misfeed in the Duplex Unit..... 8-5
To clear a paper misfeed in the main unit or 1st Tray..... 8-6
To clear a paper misfeed in the Paper Feed Unit 8-10
To clear a paper misfeed in the Multiple Bypass 8-11

8.3 When the Message "ORIGINAL DOC.JAM" Appears 8-13
To clear a misfeed in the Automatic Document Feeder (AF-12)..... 8-13
To clear a misfeed in the Duplexing Document Feeder (AFR-19) 8-16

8.4 Main Error Messages and Their Remedies 8-18

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9 Troubleshooting

9.1 When Incorrect Copies Are Produced 9-2

9.2 When Copying Is Not Performed Correctly 9-4

10 Appendix

10.1 Specifications 10-2

Main Unit Di1611/Di2011 10-2
Duplexing Document Feeder AFR-19 10-4
Mixed Width Document Sizes (AFR-19) 10-4
Automatic Document Feeder AF-12 10-5
Paper Feed Unit PF-126 10-5
Shifting Unit OT-103 10-5
Job Separator JS-204 10-6
Multiple Bypass MB-6 10-6

10.2 Care of the Machine 10-7

Cleaning 10-7
Housing 10-7
Original Glass 10-7
Document Pad 10-7
Control Panel 10-8

10.3 Function Combination Table 10-9

Function Combination Table for Di1611 10-9
Function Combination Table for Di2011 10-10
Function Combination Codes 10-10

10.4 Paper Size and Zoom Ratio Tables 10-11

Copy Paper Sizes 10-11
Zoom Ratios 10-12

11 Index

11.1 Index 11-2

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1 Introduction

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1.1 Introduction

We Want You to Be a Satisfied Customer

Thank you for choosing this machine.

This User Manual describes the functions, operating procedures, precautions, and basic troubleshooting for this machine. Before using the machine, be sure to read the User Manual thoroughly in order to ensure that you use it efficiently. After you have gone through the manual, store it in the holder on the machine and keep it handy at all times.

Note that some of the illustrations of the machine used in the User Manual may be different from what you actually see on your machine.

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1.2 Explanation of Manual Conventions

The marks and text formats used in this manual are described below.

WARNING

Failure to observe instructions highlighted in this manner may result in fatal or critical injuries.

➜ Observe all warnings in order to ensure safe use of the copier.

CAUTION

Failure to observe instructions highlighted in this manner may result in serious injuries or property damage.

➜ Observe all cautions in order to ensure safe use of the copier.

Note*

*(*May also appear as "Important" or "Tip")*

Text highlighted in this manner contains useful information and tips to ensure safe use of the machine.

1 The number 1 as formatted here indicates the first step of a sequence of actions.

2 Subsequent numbers as formatted here indicate subsequent steps of a sequence of actions.

? *Text formatted in this style provides additional assistance.*

➜ Text formatted in this style describes the action that will ensure the desired results are achieved.

An illustration inserted here shows what operations must be performed.

[Copy] key

The names of keys on the control panel are written as shown above.

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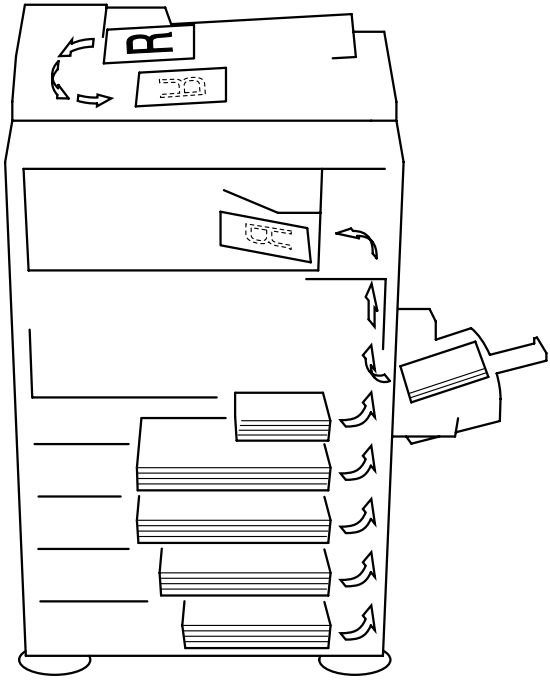
1.3 Explanation of Basic Concepts and Symbols

The use of words and symbols in this manual are explained below.

Paper Feeding

During printing, paper is supplied from the right side of the machine and fed into the output tray on top or the output option at the left with the printed surface of the page facing down. The paper feed direction is shown by the arrows in the diagram below.



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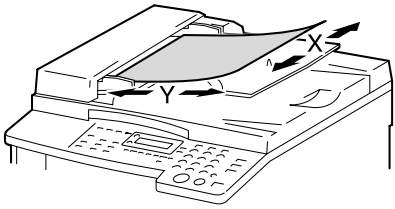
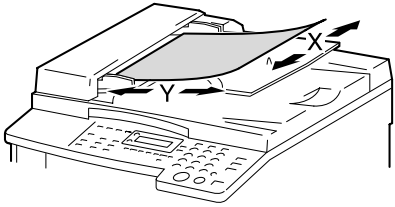
“Width” and “Length”

Whenever paper dimensions are mentioned in this manual, the first value always refers to the width of the paper (shown as “X” in the illustration) and the second to the length (shown as “Y”).

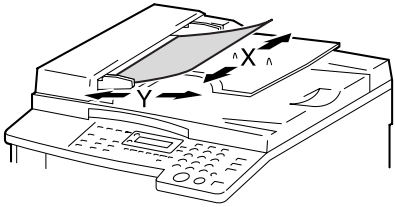


Paper Orientation

Lengthwise ( )
If the width (X) of the paper is shorter than the length (Y), the paper has a vertical or portrait orientation, indicated by either “L” or .



Crosswise ( )
If the width (X) of the paper is longer than the length (Y), the paper has a horizontal or landscape orientation, indicated by either “C” or .



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1.4 Energy Star®

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

As an ENERGY STAR® Partner, we have determined that this machine meets the ENERGY STAR® Guidelines for energy efficiency.

What is an ENERGY STAR® Product?

An ENERGY STAR® product has a special feature that allows it to automatically switch to a “low-power mode” after a period of inactivity. An ENERGY STAR® product uses energy more efficiently, saves you money on utility bills and helps protect the environment.

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1.5 Safety Information

This section contains detailed instructions on the operation and maintenance of this machine. To achieve optimum utility of this device, all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the next section before using this device. It contains important information related to user safety and preventing equipment problems.

Make sure you observe all of the precautions listed in this manual.

* Ver06
Please note that some parts of the contents of this section may not correspond with the purchased product.

Warning and Precaution Symbols

⚠ **WARNING:**	Ignoring this warning could cause serious injury or even death.
⚠ **CAUTION:**	Ignoring this caution could cause injury or damage to property.

Meaning of Symbols

A triangle indicates a danger against which you should take precaution.

This symbol warns against cause burns.

A diagonal line indicates a prohibited course of action.

This symbol warns against dismantling the device.

A black circle indicates an imperative course of action.

This symbol indicates you must unplug the device.

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⚠WARNING

	• Do not modify this product, as a fire, electrical shock, or breakdown could result. If the product employs a laser, the laser beam source could cause blindness. • Do not attempt to remove the covers and panels which have been fixed to the product. Some products have a high-voltage part or a laser beam source inside that could cause an electrical shock or blindness.
	• Use only the power cord supplied in the package. If a power cord is not supplied, only use the power cord and plug that is specified in POWER CORD INSTRUCTION. Failure to use this cord could result in a fire or electrical shock. • Use the power cord supplied in the package only for this machine and NEVER use it for any other product. Failure to observe this precaution could result in a fire or electrical shock. • Use only the specified power source voltage. Failure to do that could result in a fire or electrical shock. • Do not use a multiple outlet adapter to connect any other appliances or machines. Use of a power outlet for more than the marked current value could result in a fire or electrical shock.
	Do not unplug and plug in the power cord with a wet hand, as an electrical shock could result.
	Plug the power cord all the way into the power outlet. Failure to do this could result in a fire or electrical shock.
	• Do not scratch, abrade, place a heavy object on, heat, twist, bend, pull on, or damage the power cord. Use of a damaged power cord (exposed core wire, broken wire, etc.) could result in a fire or breakdown. Should any of these conditions be found, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. • Do not use an extension cord, in principle. Use of an extension cord could cause a fire or electrical shock. Contact your authorized service representative if an extension cord is required.
	Do not place a flower vase or other container that contains water, or metal clips or other small metallic objects on this product. Spilled water or metallic objects dropped inside the product could result in a fire, electrical shock, or breakdown. Should a piece of metal, water, or any other similar foreign matter get inside the product, immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative.
	• Do not keep using this product, if this product becomes inordinately hot or emits smoke, or unusual odor or noise. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result. • Do not keep using this product, if this product has been dropped or its cover damaged. Immediately turn OFF the power switch, unplug the power cord from the power outlet, and then call your authorized service representative. If you keep on using it as is, a fire or electrical shock could result.
	Do not throw the toner cartridge or toner into an open flame. The hot toner may scatter and cause burns or other damage.
	Connect the power cord to an electrical outlet that is equipped with a grounding terminal.

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⚠CAUTION

	• Do not use flammable sprays, liquids, or gases near this product, as a fire could result. • Do not leave a toner unit or drum unit in a place within easy reach of children. Licking or ingesting any of these things could injure your health. • Do not let any object plug the ventilation holes of this product. Heat could accumulate inside the product, resulting in a fire or malfunction. • Do not install this product at a site that is exposed to direct sunlight, or near an air conditioner or heating apparatus. The resultant temperature changes inside the product could cause a malfunction, fire, or electrical shock. • Do not place the product in a dusty place, or a site exposed to soot or steam, near a kitchen table, bath, or a humidifier. A fire, electrical shock, or breakdown could result. • Do not place this product on an unstable or tilted bench, or in a location subject to a lot of vibration and shock. It could drop or fall, causing personal injury or mechanical breakdown. • After installing this product, mount it on a secure base. If the unit moves or falls, it may cause personal injury. • Do not store toner units and PC drum units near a floppy disk or watch that are susceptible to magnetism. They could cause these products to malfunction.
	The inside of this product has areas subject to high temperature, which may cause burns. When checking the inside of the unit for malfunctions such as a paper misfeed, do not touch the locations (around the fusing unit, etc.) which are indicated by a “CAUTION HOT” caution label.
	Do not place any objects around the power plug as the power plug may be difficult to pull out when an emergency occurs.
	The socket-outlet shall be installed near the machine and shall be easily accessible as the power plug may be difficult to pull out when an emergency occurs.
	• Always use this product in a well ventilated location. Operating the product in a poorly ventilated room for an extended period of time could injure your health. Ventilate the room at regular intervals. • Whenever moving this product, be sure to disconnect the power cord and other cables. Failure to do this could damage the cord or cable, resulting in a fire, electrical shock, or breakdown. • When moving this product, always hold it by the locations specified in the User manual or other documents. If the unit falls it may cause severe personal injury. The product may also be damaged or malfunction. • Remove the power plug from the outlet more than one time a year and clean the area between the plug terminals. Dust that accumulates between the plug terminals may cause a fire. • When unplugging the power cord, be sure to hold onto the plug. Pulling on the power cord could damage the cord, resulting in a fire or electrical shock.

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Precautions for Routine Use

	• Do not store toner units, PC drum units, and other supplies and consumables in a place subject to direct sunlight and high temperature and humidity, as poor image quality and malfunction could result. • Do not attempt to replace the toner unit and PC drum unit in a place exposed to direct sunlight. If the PC drum is exposed to intense light, poor image quality could result. • Do not unpack a toner unit or PC drum unit until the very time of use. Do not leave an unpacked unit standing. Install it immediately or poor image quality could result. • Do not keep toner units and PC drum units in an upright position or upside down, as poor image quality could result. • Do not throw or drop a toner unit or PC drum unit as poor image quality could result. • Do not use this product in an area where ammonia or other gases or chemicals are present. Failure to do so may shorten the service life of the product, cause damage or decrease performance. • Do not use this product in an environment with a temperature outside the range specified in the User manual, as a breakdown or malfunction could result. • Do not attempt to feed stapled paper, carbon paper or aluminum foil through this product, as a malfunction or fire could result.
	Do not touch or scratch the surface of the toner unit developing roller and the PC drum, as poor image quality could result.
	Use the supplies and consumables recommended by the dealer. Use of any supply or consumable not recommended could result in poor image quality and breakdown.

USER INSTRUCTIONS
CE Marking (Declaration of Conformity)

This product complies with the following EU directives:
89/336/EEC, 73/23/EEC and 93/68/EEC directives.
This declaration is valid for the area of the European Union.

This device must be used with shielded interface cables. The use of non-shielded cable is likely to result in interference with radio communications and is prohibited under EU directives.

CE

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Laser Safety

This is a digital machine which operates using a laser. There is no possibility of danger from the laser provided the machine is operated according to the instructions in this manual.

Since radiation emitted by the laser is completely confined within protective housing, the laser beam cannot escape from the machine during any phase of user operation.

This machine is certified as a Class 1 laser product: This means the machine does not produce hazardous laser radiation.

Internal Laser Radiation

Maximum Average Radiation Power: 6.32 µW at the laser aperture of the print head unit.

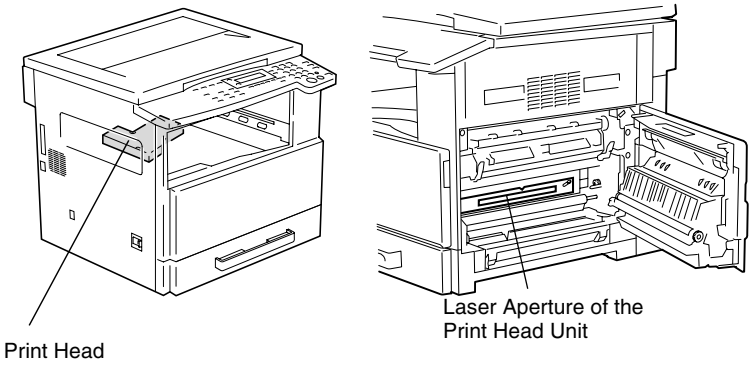
Wavelength: 770-795 nm

This product employs a Class 3b laser diode that emits an invisible laser beam.

The laser diode and the scanning polygon mirror are incorporated in the print head unit.

The print head unit is NOT A FIELD SERVICE ITEM:

Therefore, the print head unit should not be opened under any circumstances.



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CDRH Regulation

This machine is certified as a Class 1 Laser product under Radiation Performance Standard according to the Food, Drug and Cosmetic Act of 1990. Compliance is mandatory for Laser products marketed in the United States and is reported to the Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration of the U.S. Department of Health and Human Services (DHHS). This means that the device does not produce hazardous laser radiation.

The label shown on page 1-14 indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5 mW and the wavelength is 770-795 nm.

For European Users

CAUTION
Use of controls, adjustments or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

This is a semiconductor laser. The maximum power of the laser diode is 5mW and the wavelength is 770-795 nm.

For Denmark Users

ADVARSEL
Usynlig laserstråling ved åbning, når sikkerhedsafbrydere er ude af funktion. Undgå udsættelse for stråling. Klasse 1 laser produkt der opfylder IEC60825 sikkerheds kravene.

Dansk: Dette er en halvlederlaser. Laserdiodens højeste styrke er 5mW og bølgelængden er 770-795 nm.

For Finland, Sweden Users

LOUKAN 1 LASERLAITE
KLASS 1 LASER APPARAT

VAROITUS!
Laitteen Käyttäminen muulla kuin tässä käyttöohjeessa mainitulla tavalla saattaa altistaa käyttäjän turvallisuusluokan 1 ylittävälle näkymättömälle lasersäteilylle.

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Tämä on puolijohdelaser. Laserdiodin sunrin teho on 5mW ja aallonpituus on 770-795 nm.

VARNING!
Om apparaten används på annat sätt än i denna bruksanvisning specificerats, kan användaren utsättas för osynlig laserstrålning, som överskrider gränsen för laserklass 1.

Det här är en halvledarlaser. Den maximala effekten för laserdioden är 5mW och våglängden är 770-795 nm.

VARO!
Avattaessa ja suojalukitus ohitettaessa olet alttiina näkymättömälle lasersäteilylle. Älä katso säteeseen.

VARNING!
Osynlig laserstrålning när denna del är öppnad och spärren är urkopplad. Betrakta ej strålen.

For Norway Users

ADVERSEL
Dersom apparatet brukes på annen måte enn spesifisert i denne bruksanvisning, kan brukeren utsettes for unsynlig laserstråling som overskrider grensen for laser klass 1.

Dette en halvleder laser. Maksimal effekt till laserdiode er 5mW og bølgelengde er 770-795 nm.

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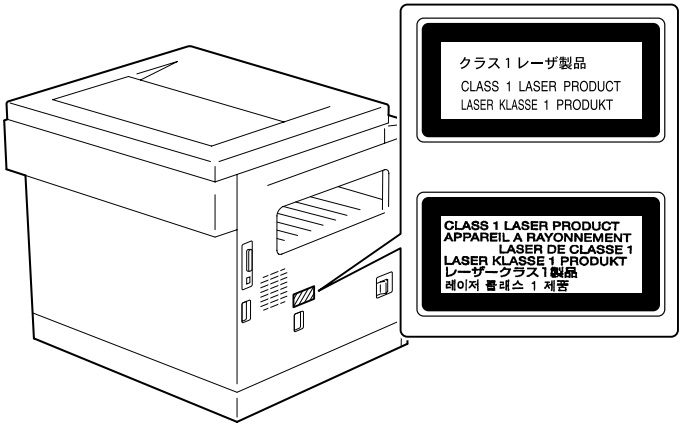
Laser Safety Label

A laser safety label is attached to the outside of the machine as shown below.



Ozone Release

CAUTION

Locate the Machine in a Well Ventilated Room

➜ A negligible amount of ozone is generated during normal operation of this machine. An unpleasant odor may, however, be created in poorly ventilated rooms during extensive machine operations. For a comfortable, healthy, and safe operating environment, it is recommended that the room well ventilated.

REMARQUE

= Placer l'appareil dans une pièce largement ventilée =

Une quantité d'ozone négligable est dégagée pendant le fonctionnement de l'appareil quand celui-ci est utilisé normalement. Cependant, une odeur désagréable peut être ressentie dans les pièces dont l'aération est insuffisante et lorsque une utilisation prolongée de l'appareil est effectuée. Pour avoir la certitude de travailler dans un environnement réunissant des conditions de confort, santé et de sécurité, il est préférable de bien aérer la pièce ou se trouve l'appareil.

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Acoustic Noise

For European Users

Machine Noise Regulation 3 GSGV, 18.01.1991 : The sound pressure level at the operator position according to EN 27779 is equal to or less than 70dB(A).

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2 Precautions

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2.1 Installation Precautions

Installation Site

To ensure utmost safety and prevent possible malfunctions, install the machine in a location that meets the following requirements.

- A location away from curtains, etc. that may catch fire and burn easily
- A location that is not exposed to water or other liquids
- A location free from direct sunlight
- A location out of the direct airflow of an air conditioner or heater, and not exposed to extremely high or low temperatures
- A well-ventilated location
- A location that is not exposed to high humidity
- A location that is not extremely dusty
- A location not subjected to undue vibrations
- A stable and level location
- A location where ammonia or other organic gases are not generated
- A location that does not put the operator in the direct airflow of exhaust from the machine
- A location that is not near any kind of heating devices

Power Source

The power source requirements are as follows.

- Voltage fluctuation: Maximum ±10%
- Frequency fluctuation: Maximum ±3 Hz
  - Use a power source with as little voltage or frequency fluctuations as possible.

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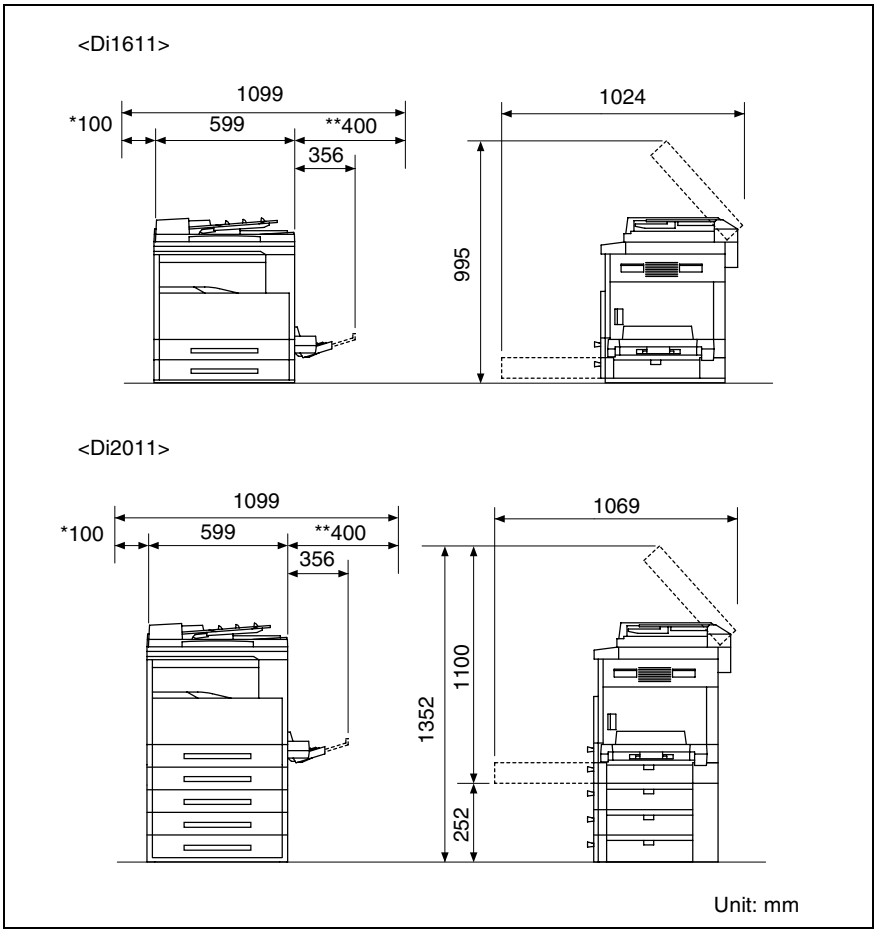
Space Requirements

To ensure easy machine operation, supply replacement, and maintenance, adhere to the recommended space requirements detailed below.



Note

*Since there is a ventilation duct on the left side of the machine, be sure to allow a clearance of *100 mm or more on the left side.*

*Allow a clearance of **400 mm or more on the right side of the machine so that the side cover can be opened.*

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2.2 Operation Precautions

Operating Environment

The environmental requirements for correct operation of the machine are as follows.

- Temperature: 10°C to 30°C with fluctuations of no more than 10°C within an hour
- Humidity: 15% to 85% with fluctuations of no more than 10% within an hour

Proper Use

To ensure the optimum performance of the machine, follow the precautions listed below.

- Never place heavy objects on the original glass or subject it to shocks.
- Never open any machine doors or turn off the machine while it is making copies; otherwise, a paper jam will occur.
- Never bring any magnetized object or use flammable sprays or liquids near the machine.
- Always make sure that the power plug is completely plugged into the electrical outlet.
- Always make sure that the machine's power plug is visible and not hidden by the machine.
- Always unplug the machine from the electrical outlet if the unit is not to be used for a long period of time.
- Always provide good ventilation when making a large number of continuous copies.

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CAUTION

If the ventilation duct on the left side of the machine is blocked, the inside of the machine will accumulate heat, resulting in a malfunction or fire.

➜ Be sure to allow a clearance of 100 mm or more on the left side of the machine for the ventilation duct.

CAUTION

The area around the fusing unit is extremely hot.

➜ Be careful not to touch any parts around the fusing unit, other than those indicated in this manual, in order to reduce the risk of burns. Be especially careful not to touch parts marked with warning labels, and their surrounding areas.

➜ If you get burnt, immediately cool the skin under cold water, and then seek professional medical advice.

Transporting the Machine

If you need to transport the machine over a long distance, consult your technical representative.

Care of Machine Supplies

Use the following precautions when handling the machine supplies (toner cartridge, paper, etc.).

+ Store the supplies in a location that meets the following requirements.
  Free from direct sunlight
  Away from any heating apparatus
  Not subjected to high humidity
  Not extremely dusty
+ Store in a sealed plastic bag in a cool, dark place paper that has been removed from its wrapper but not loaded into the machine.
- Only use toner that has been manufactured specifically for this machine. Never use other types of toner.
- Keep all supplies out of the reach of children.

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CAUTION

Precautions for handling toner:

- ➜ Be careful not to spill toner inside the copier or get toner on your clothes or hands.
- ➜ If your hands become soiled with toner, immediately wash them with soap and water.
- ➜ If toner gets in your eyes, immediately flush them with water, and then seek professional medical advice.

Storage of Copies

- ✚ Copies that are to be kept for a long time should be kept where they are not exposed to light in order to prevent them from fading.
- ▬ Adhesive that contains solvent (e.g., spray glue) may dissolve the toner on copies.

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2.3 Legal Restrictions on Copying

Certain types of documents must never be copied with the purpose or intent to pass copies of such documents off as the originals.

The following is not a complete list, but is meant to be used as a guide to responsible copying.

<Financial Instruments>

- Personal checks
- Traveler's checks
- Money orders
- Certificates of deposit
- Bonds or other certificates of indebtedness
- Stock certificates

<Legal Documents>

- Food stamps
- Postage stamps (canceled or uncanceled)
- Checks or drafts drawn by government agencies
- Internal revenue stamps (canceled or uncanceled)
- Passports
- Immigration papers
- Motor vehicle licenses and titles
- House and property titles and deeds

<General>

- Identification cards, badges, or insignias
- Copyrighted works without permission of the copyright owner

In addition, it is prohibited under any circumstances to copy domestic or foreign currencies, or works of art without permission of the copyright owner.

When in doubt about the nature of a document, consult with legal counsel.

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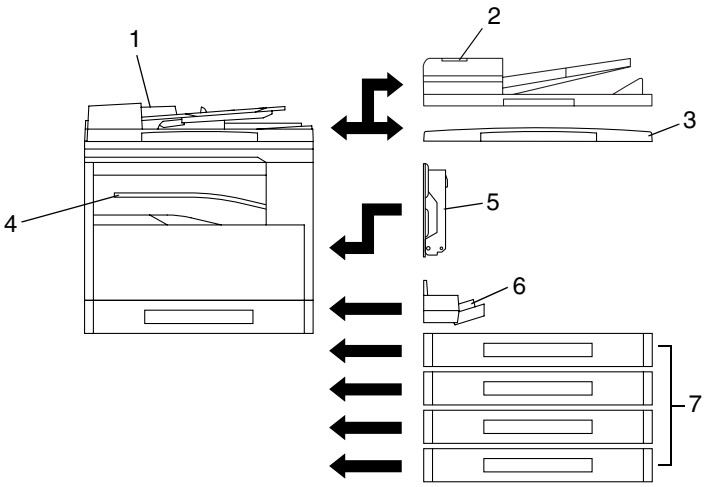
2.4 Components and Their Functions



No.	Part Name	Description
1	Automatic Document Feeder AF-12 (optional)	Automatically feeds one document sheet at a time for scanning. Also referred to as the “Document Feeder” throughout the manual.
2	Duplexing Document Feeder AFR-19 (Option for the Di2011 only)	Automatically feeds one document sheet at a time for scanning, and automatically turns over double-sided documents for scanning. Also referred to as the “Document Feeder” throughout the manual.
3	Original Cover Kit OC-8 (optional)	Presses down on the loaded document to keep it in place. Also referred to as the “Original Cover” throughout the manual.
4	Job Separator JS-204 (optional)	Allows printed pages to be separated.
5	Duplex Unit AD-17 (Option for the Di2011 only)	Automatically turns the pages over, and prints on both sides. Also referred to as the “Duplex Unit” throughout the manual.
6	Multiple Bypass MB-6 (optional)	Can be loaded with 100 sheets of paper.
7	Paper Feed Unit PF-126 (optional: Di1611 Up to one, Di2011 Up to four)	Equipped with a paper drawer that can supply 250 sheets of paper, for upper paper feed unit only. Also referred to as the “Paper Feed Unit” throughout the manual.

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No.	Part Name	Description
8	32 MB/64 MB Memory M32-5/M64-4 (optional)*	Expanding the memory increases the number of document pages that can be processed by the machine. Also referred to as the “expansion memory” throughout the manual.
9	Printer Controller Pi2001e (optional)*	An internal printer controller. This allows this machine to be used as a computer printer. For more details, refer to the Printer Controller Manual.
10	Internet Fax & Network Scan Kit SU-6 (optional)*	An internal Internet Fax & Network Scan Kit. Allows you to use this machine as a network scanner. For more details, refer to the User Manual for the Internet Fax & Network Scan Kit SU-6.
11	Network Interface Card NC-6 (optional)*	By installing the Network Interface Card NC-6 into this machine, network printing from Windows or a NetWare network environment is possible.
12	Shifting Unit OT-103 (optional)*	Shifts copies and printed pages that are fed out. If the Job Separator is installed, the Shifting Unit cannot be attached.

* The internal options are not shown.

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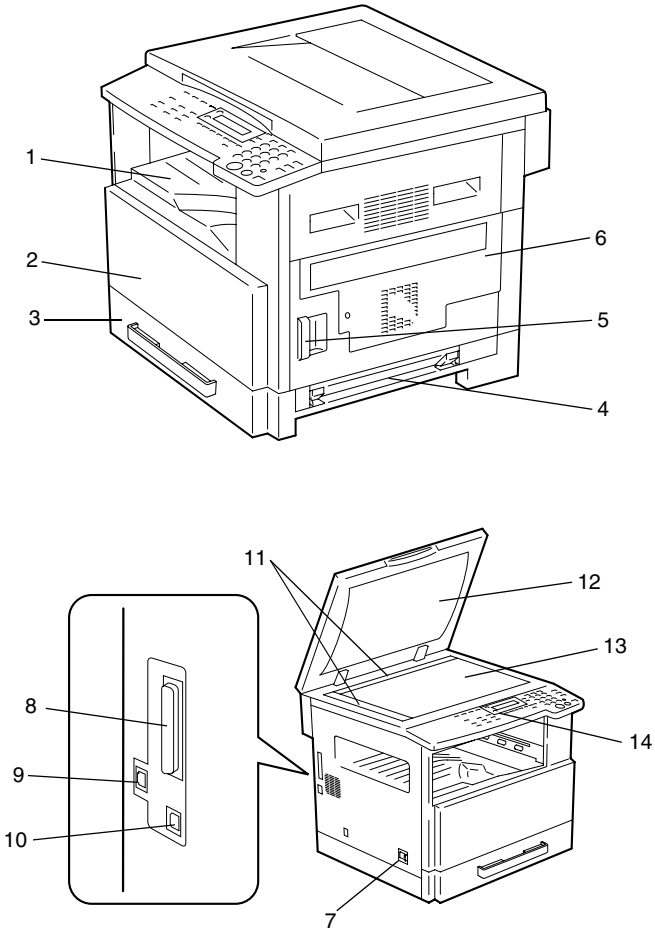
2.5 Part Names and Their Functions

Main Unit



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No.	Part Name	Description
1	Copy Tray	Collects fed-out copies facing down.
2	Front Cover	Opened when replacing the toner bottle. (p. 8-2)
3	1st Tray	• Holds up to 250 sheets of paper. • The paper size can be adjusted freely. • Can be loaded with special paper. (p. 7-17)
4	Manual Bypass	• Used for manual feeding of paper. • The paper is fed one sheet at a time. • Can be loaded with special paper. (p. 5-16)
5	Lock Release Lever	Used to open and close the Side Cover.
6	Side Cover	Opened when clearing paper misfeeds.
7	Power Switch	Used to turn the machine on and off. (p. 2-22)
8	Parallel Interface Connector	Used for connecting a parallel cable from the computer.
9	RJ45 Connector for Networking	Used for connecting the network cable when this machine is used for Internet faxing and network scanning.
10	Printer USB Connector	Used for connecting a USB cable from the computer.
11	Document Scales	Used to align the document. (p. 3-11)
12	Original Cover (optional)	Presses down on the document positioned on the Original Glass.
13	Original Glass	When manually feeding a document, position it on the Original Glass so that it can be scanned. Position the document face down on the glass. (p. 3-11)
14	Control Panel	Used to start copying or to make various settings. (p. 2-17)

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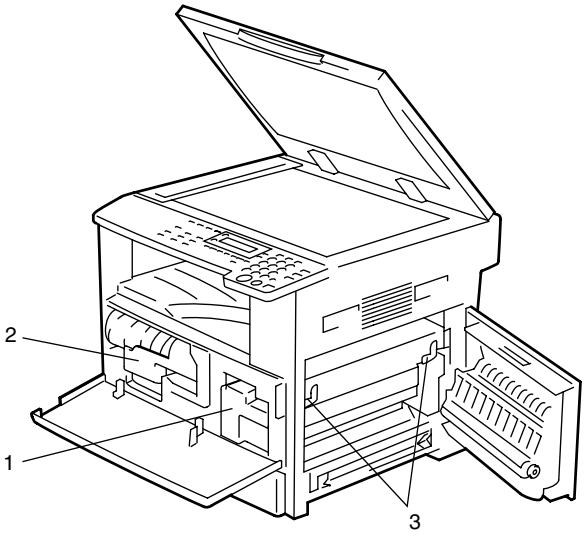
Inside of Main Unit



No.	Part Name	Description
1	Imaging Unit	Creates the copy image. Replacement of the Imaging Unit must be performed by a service representative.
2	Toner Bottle Holder	Opened when replacing the toner bottle.
3	Pressure Lever	Used when clearing paper misfeeds in the fusing unit. (p. 8-5)

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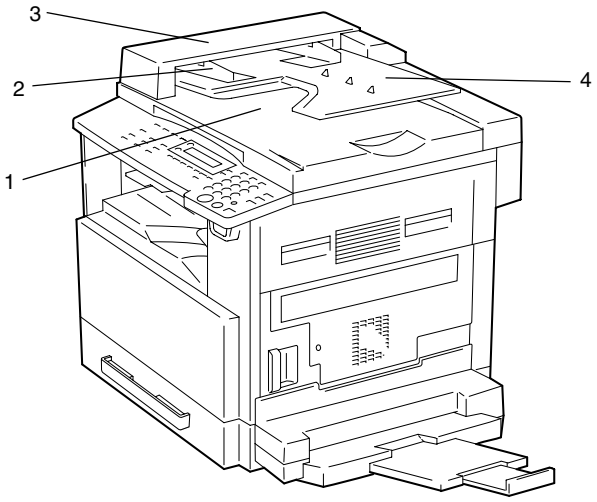
Document Feeder (Optional)



No.	Part Name	Description
1	Document Exit Tray	Collects documents that have been scanned.
2	Document Guide Plate	Adjusted to the width of the document. (p. 3-9)
3	Document Feeder Cover (Doc. Feed Cover)	Opened when clearing document misfeeds. (p. 8-13)
4	Document Feeder Tray	Holds the documents to be scanned; load documents face up. (p. 3-9)

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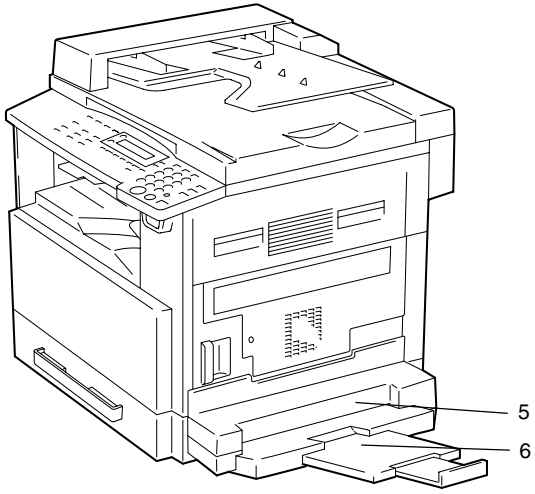
Multiple Bypass (Optional)



No.	Part Name	Description
5	Bypass Tray	Holds up to 100 sheets of plain paper, 20 sheets of special paper, or 10 envelopes. (p. 5-10)
6	Bypass Tray Extender	Pulled out when large-sized paper is loaded.

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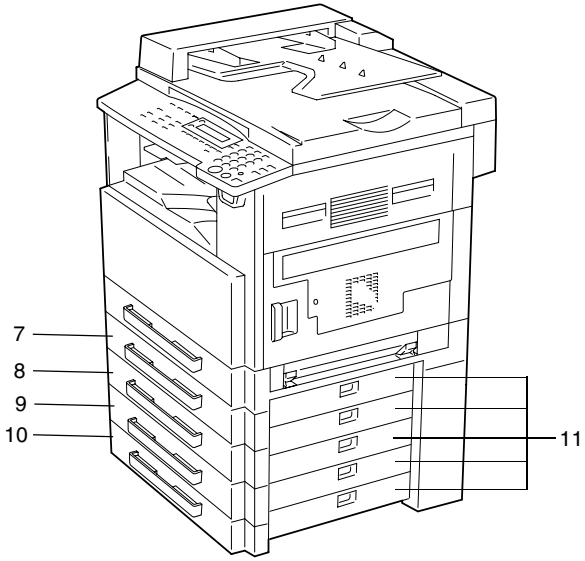
Paper Feed Unit (Optional)



No.	Part Name	Description
7	2nd Tray	Holds up to 250 sheets of plain paper. With the Di2011, up to four Paper Feed Units can be installed. With the Di1611, one Paper Feed Unit can be installed.
8	3rd Tray	
9	4th Tray	
10	5th Tray	
11	Side Cover	Opened when clearing paper misfeeds. (p. 8-10)

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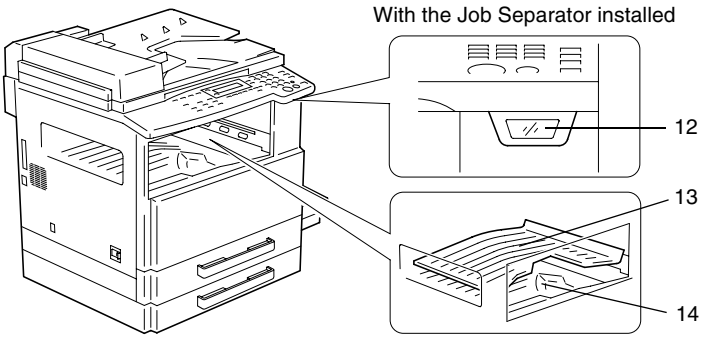
Job Separator (Optional)



No.	Part Name	Description
12	Copy Tray Lamp	Lights up when paper is fed into the Upper Copy Tray.
13	Upper Copy Tray	Collects computer printouts.
14	Lower Copy Tray	Collects copies.

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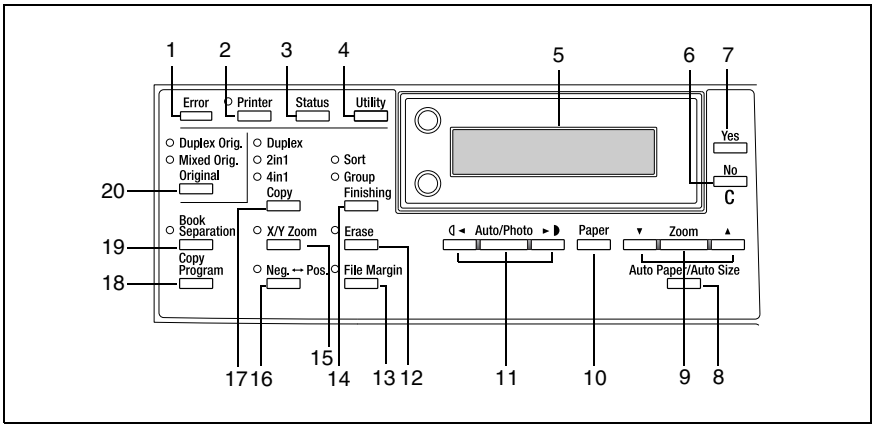
2.6 Names of Control Panel Parts and Their Functions

Control Panel Parts and Their Functions



No.	Part Name	Function
1	“Error” indicator	Flashes when an error has occurred. Refer to *“Error Messages” on page 8-1*.
2	[Printer] key/indicator	Lights up while data is being printed from the computer and flashes while data is being sent. For details, refer to the Printer Controller User Manual.
3	[Status] key	Used to view the counters.
4	[Utility] key	Used to enter Utility mode and display the first Utility mode screen. • MACHINE SETTING, PAPER SOURCE SETUP, USER MANAGEMENT, ADMIN. MANAGEMENT, COPY SETTING 1 & 2
5	Display	Displays setting menus, error messages, and specified settings such as the number of copies and the zoom ratio.
6	[No] key	Erases the entered numbers and letters. Returns to the previous screen.
7	[Yes] key	Confirms the current setting.
8	[Auto Paper/Auto Size] key	Used to select between the Auto Paper or the Auto Size function.
9	[Zoom] key, ▼ and ▲ keys	• Used to select a preset enlargement or reduction ratio. • With each press, a zoom ratio between × 0.50 and × 2.00 is selected in 0.01 increments. • Used to specify the selection above or below in setting screens and menus.
10	[Paper] key	Used to select the size of the paper to be printed on.

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No.	Part Name	Function
11	[Auto/Photo] key, ◖◄ and ►◗ keys	• Used to specify the scanning density of copies. • Used to specify the selection at the left or right in setting screens.
12	[Erase] key	Used to select the area of the document that is erased.
13	[File Margin] key	Press to select the “File Margin” function.
14	[Finishing] key	Used to select a copy “Finishing” function.
15	[X/Y Zoom] key	Used to specify different scaling proportions for the vertical and horizontal directions.
16	[Neg. ⟷ Pos.] key	Press to make copies with the dark- and light-colored areas of the document inverted.
17	Copy key	Used to select between the “2in1” and the “4in1” copy functions.
18	[Copy Program] key	• Copy programs can be stored. • Stored copy programs can be selected and recalled.
19	[Book Separation] key	Used to select the “Book Separation” function.
20	[Original] key	Used to select between the “Duplex Orig.” function and the “Mixed Orig.” function.

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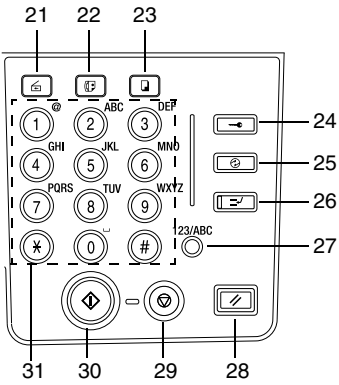

No.	Part Name	Function
21	Scan key	Press to enter Scan mode. The indicator lights up in green to indicate that the machine is in Scan mode. (Available only when the Network Interface Card NC-6 and the Internet Fax & Network Scan Kit SU-6 are installed.)
22	Fax key	Does not function on this machine.
23	Copy key	Press to enter Copy mode. The indicator lights up in green to indicate that the machine is in Copy mode.
24	Access key	Used with user management. (p. 6-23)
25	Energy Save key	Press to enter Energy Save mode. (p. 2-23)
26	Interrupt key	Press to enter Interrupt mode. The indicator lights up in green to indicate that the machine is in Interrupt mode. Press again to cancel Interrupt mode and return to the mode before Interrupt mode was entered. (p. 5-38)
27	[123/ABC] key	Does not function on this machine.
28	Panel Reset key	• Cancels all copy functions and returns them to their default settings. • Deletes all queued jobs.
29	Stop key	Stops the multi-page copy operation.
30	Start key	• Starts copying. • Queues a copy job if pressed while the machine is warming up. (p. 2-24) • The indicator lights up in green to indicate that the machine is ready to start copying, or it lights up in orange to indicate that the machine is not ready to start copying.
31	10-Key Pad	• Used to specify the number of copies. • Used to enter setting values. • The [*] and [#] keys do not function on this machine.

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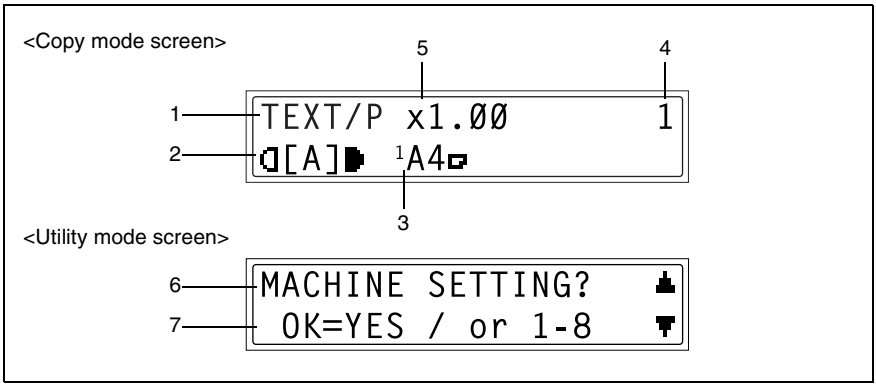
Display Indications



No.	Display Indication	Description
1	Copy density (document type)	Indicates the document type for the copy density setting. “PHOTO”, “TEXT”, or “TEXT/P”
2	Copy density (density level)	Indicates the density level for the copy density setting.
3	Paper source	Indicates the selected paper tray. If special paper is selected, the paper type is displayed. “AUTO”, a paper tray and paper size, or paper type
4	Number of copies	Indicates the specified number of copies.
5	Zoom ratio	Indicates the current zoom ratio setting. “AUTO” or the current zoom ratio setting is displayed. “× [X/Y]” indicates that the “X/Y Zoom” function is selected.
6	Menu or function name	• Displays the current menu, function or settings. • Error messages are displayed when errors occur.
7	Messages	Displays messages such as operating instructions.

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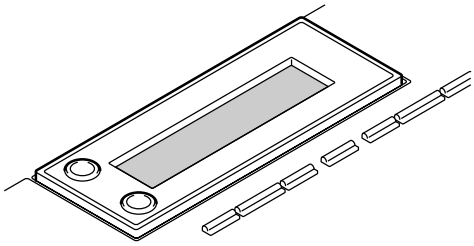
Adjusting the Angle of the Display

The display can be adjusted to any of three angles.

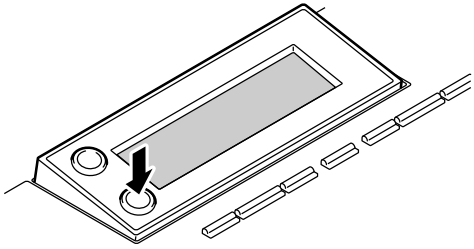
Adjust the display to the angle that allows for easy operation.

➜ Press an edge of the display to adjust it to the desired angle.

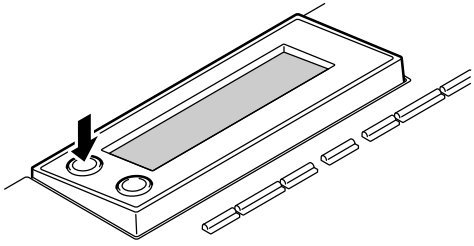
Middle position



Upper position



Lower position



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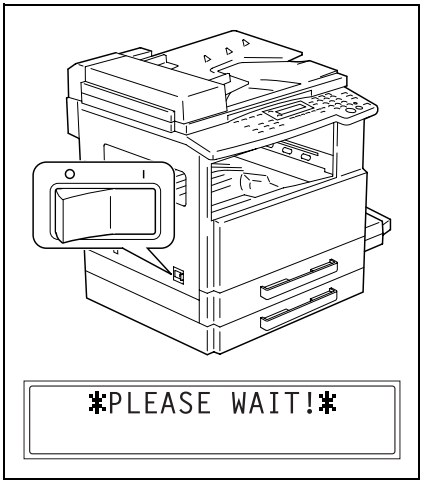
2.7 Power Supply

To turn on the machine

Set the Power Switch to “I”.

The indicator on the [Start] key lights up in orange, and the message “∗PLEASE WAIT!∗” appears in the display.



Note

If the [Start] key is pressed while the indicator is lit in orange, the copy job is queued. When the indicator on the [Start] key lights up in green, the loaded document is scanned and copies are produced.

To turn off the machine

1 Check that all jobs are finished.

- ❍ If printed pages remain in the Copy Tray, remove them.

2 Set the Power Switch to “◯”.

Default Settings

The settings that are automatically selected when the machine is turned off or the [Panel Reset] key is pressed are called the “default settings”. These settings serve as a reference for all functions.

Copy mode

- Number of copies: 1
- Copy density: AUTO
- Zoom ratio: Full size (× 1.00)
- Paper source: AUTO (with the Document Feeder installed)
- Finishing function: Non-sort

Tip

The default settings can be customized using the functions in the Utility mode (“7 Utility Mode – Copy Functions”).

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Auto Panel Reset

With the auto panel reset operation, the Copy mode screen appears after copying or after a specified length of time has passed after the last operation is finished. (Manufacturer's default setting: 1 minute)

Tip

The length of time until the auto panel reset operation is performed can be set to 30 seconds or a setting between 1 and 5 minutes.
In addition, the Auto Panel Reset function can be disabled.
For details, refer to "To set the "AUTO PANEL RESET" function" on page 7-7.

Energy Save Mode

With the Energy Save mode, the machine automatically enters a standby mode (Energy Save mode), instead of turning off.

When the machine is in Energy Save mode, the indicator on the [Start] key remains lit in green, but the display goes off.

Note

If the Auto Shut Off function is activated during Energy Save mode, the machine turns off.

Conditions for entering Energy Save mode

- The [Energy Save] key is pressed.
- The specified length of time after the last operation has elapsed. (Manufacturer's default setting: 15 minutes)

Tip

The length of time until the machine enters Energy Save mode can be set between 1 and 240 minutes. (Refer to "To set the "ENERGY SAVE MODE" (preheat mode) function" on page 7-8.)

Auto Shut Off

With the Auto Shut Off function, the machine automatically turns off if no operation is performed for a specified length of time, in order to conserve energy. (Manufacturer's default setting: 30 minutes)

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Queued Copy Jobs

Copy jobs can be queued by loading the document and pressing the [Start] key while “∗PLEASE WAIT!∗” appears in the display.

When the indicator on the [Start] key lights up in green, scanning of the loaded document begins, and copies are produced.

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3 Basic Operations

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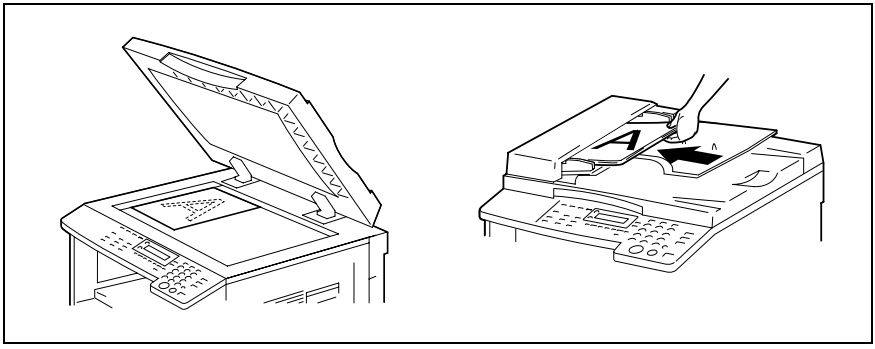
3.1 Making Copies

The following procedure describes how to load a document and make a simple copy of it.

To make a simple copy

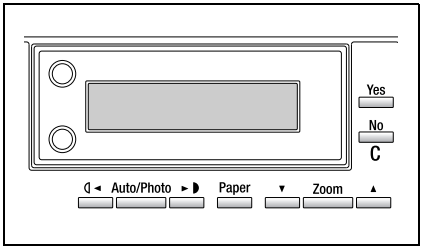
1 Load the document to be copied.

- Refer to *"Loading the Document" on page 3-9*.



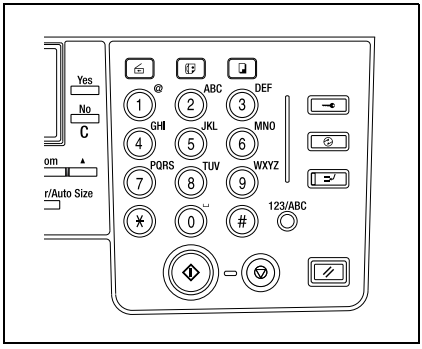
2 Select the desired copy settings.

- Paper (p. 5-22)
- Zoom (p. 5-30)
- Copy density (p. 5-36)
- Advanced Copy Operations (p. 6-1)



3 Using the 10-Key Pad, enter the desired number of copies.

- The number of copies can be set to any number between 1 and 99.
- To clear the entered value, press the [No] key.



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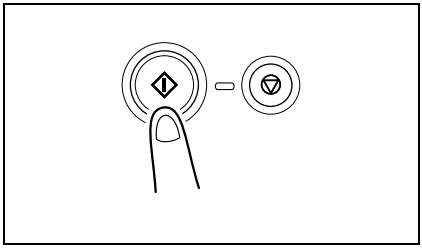
4 Press the [Start] key.
The set number of copies are made.

- To stop copying before the set number of copies have been made, press the [Stop] key.



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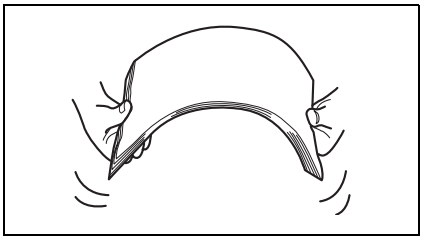
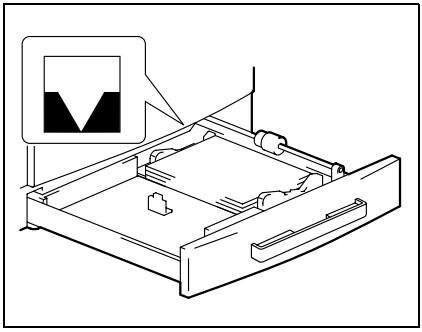
3.2 Loading Paper

While loading paper, be sure to observe the following precautions.

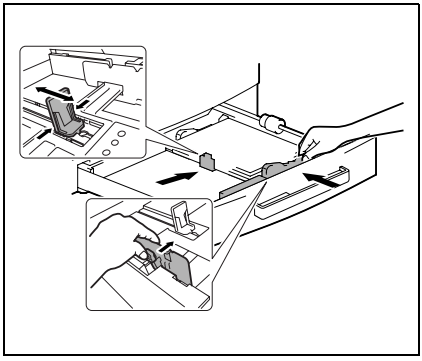
- If the paper is curled, flatten it before loading it.



- Do not load so much paper that the top of the stack is higher than the ▼ mark or exceeds the specified number of sheets.



- Make sure that the paper guides are pushed up against the edges of the paper.



...

Tip

We recommend replenishing the paper only after all of the paper in the drawer has been used.

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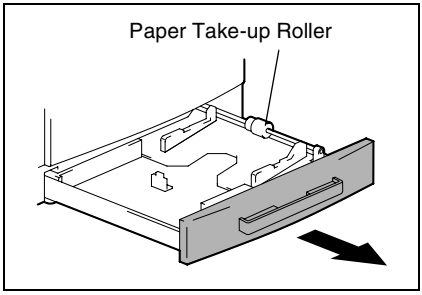
Loading Paper Into the Paper Tray

To load paper into the 1st Tray

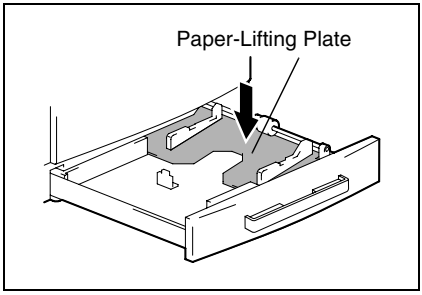
1 Pull out the 1st Tray.

? *Have the necessary precautions been observed when pulling out the tray?*

➜ Be careful not to touch the surface of the Paper Take-up Roller with your hands.



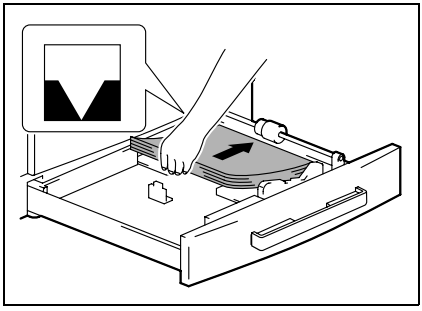
2 Press down on the Paper-Lifting Plate until it locks into place.



3 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Have the necessary precautions been observed when loading the paper?*

➜ Do not load so much paper that the top of the stack is higher than the ▼ mark.



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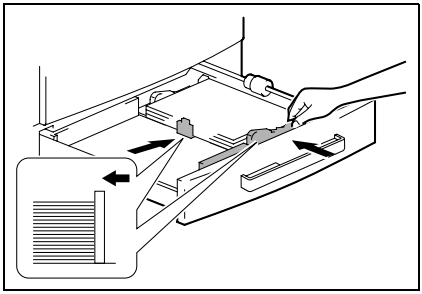
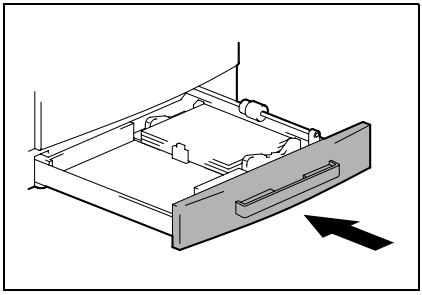
4 Slide the paper guides against the edges of the paper.

? *Is the paper guide positioned correctly?*

➜ Make sure that the paper guides are pushed up against the edges of the paper.



5 Close the 1st Tray.



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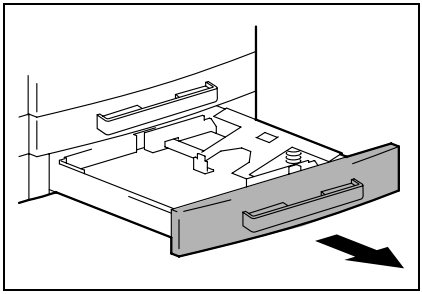
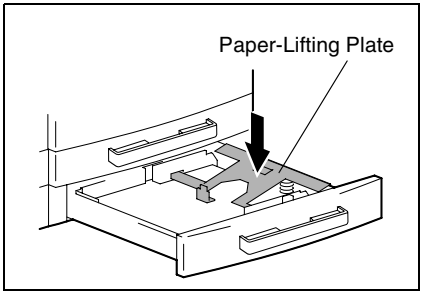
To load paper into the 2nd Tray

Load paper into the 3rd, 4th and 5th paper trays using the same procedure described below.

1 Pull out the 2nd Tray.



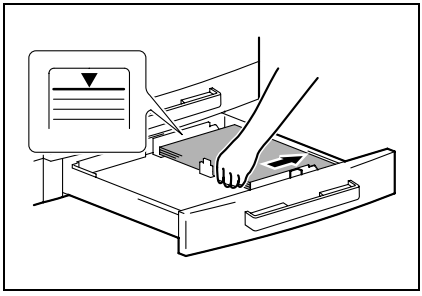
2 Press down on the Paper-Lifting Plate until it locks into place.



3 Load the paper into the tray so that the front side of the paper (the side facing up when the package was unwrapped) faces up.

? *Have the necessary precautions been observed when loading the paper?*

→ Do not load so much paper that the top of the stack is higher than the ▼ mark.



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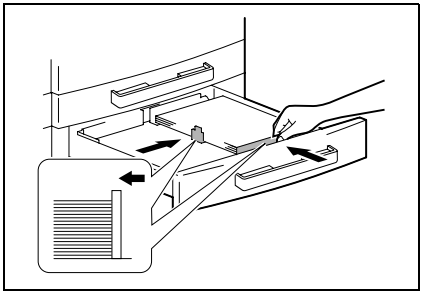
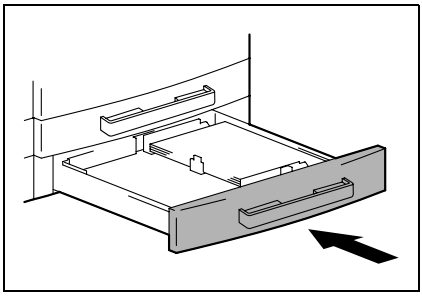
4 Slide the paper guides against the edges of the paper.

? *Is the paper guide positioned correctly?*

➜ Make sure that the paper guides are pushed up against the edges of the paper.



5 Close the 2nd Tray.



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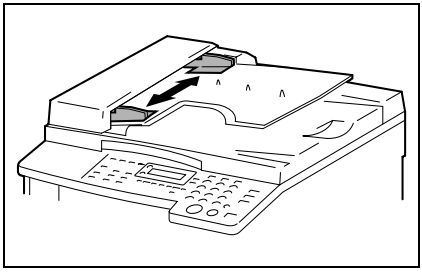
3.3 Loading the Document

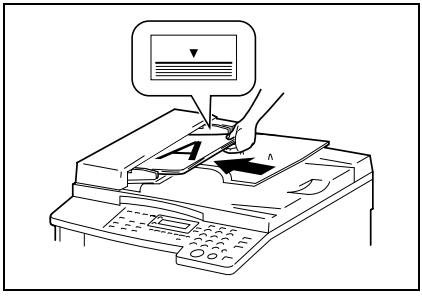
The document can be loaded into the Document Feeder (optional) or positioned on the Original Glass. Position the document correctly according to the type of document being copied.

With the Document Feeder

1 Slide out the Document Guide Plates.



2 Load the document pages to be copied face up into the Document Feeder.



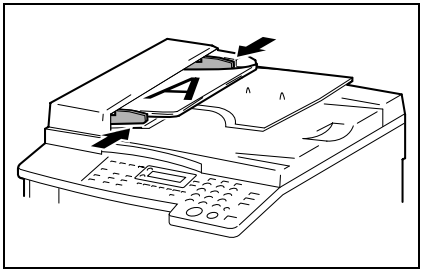
? *Have the necessary precautions been observed when loading the document?*

➜ A maximum of 50 document pages can be loaded. (With AF-12)

➜ A maximum of 80 document pages can be loaded. (With AFR-19)

➜ Do not load so many pages that the top of the stack is higher than the ▼ mark.

3 Adjust the Document Guide Plates to fit the size of the document.



Note
Be sure to load the document correctly, otherwise the pages may not be fed in straight.

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4 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

5 Press the [Start] key.

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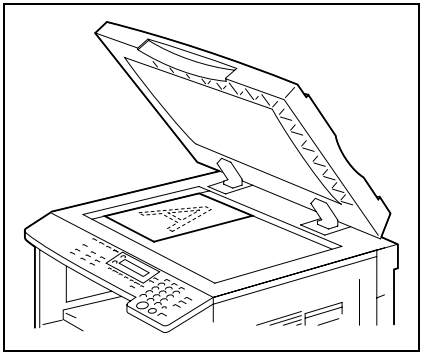
With the Original Glass

To position sheet documents

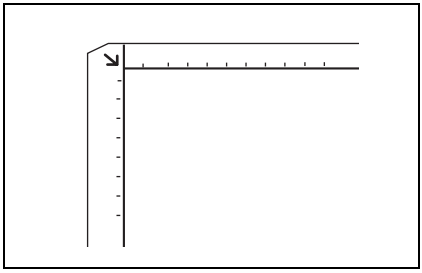
For plain documents or documents that cannot be loaded into the Automatic Document Feeder, position them as described below.

1 Lift open the Original Cover, or the Document Feeder if it is installed.

2 Position the document to be copied face down on the Original Glass.



- Align the document on the scales above and to the left of the Original Glass.



3 Carefully close the Original Cover, or the Automatic Document Feeder if it is installed.

4 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

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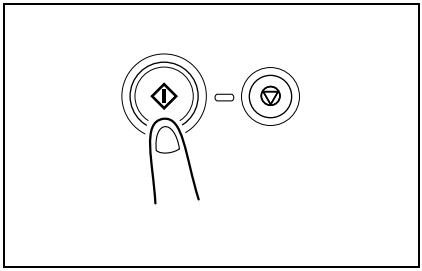
5 Press the [Start] key.



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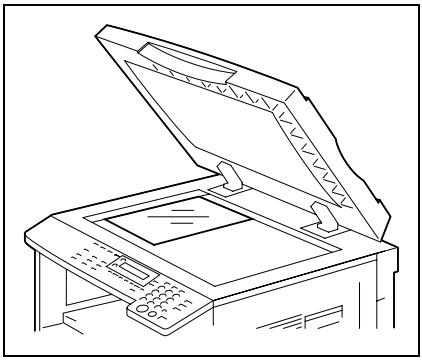
To position translucent or transparent documents

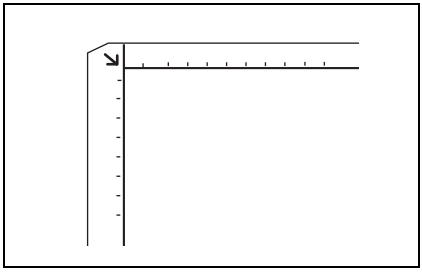
When copying a highly transparent or translucent document, such as OHP transparencies, tracing paper or diazo photosensitive paper, position it as described below.

1 Lift open the Original Cover, or the Document Feeder if it is installed.

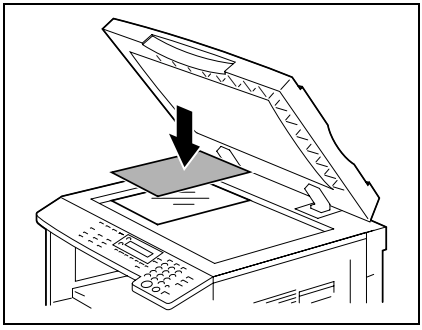
2 Position the document to be copied face down on the Original Glass.



❍ Align the document on the scales above and to the left of the Original Glass.



3 Place a blank sheet of paper of the same size over the document.



4 Carefully close the Original Cover, or the Document Feeder if it is installed.

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5 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

6 Press the [Start] key.

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To position a book

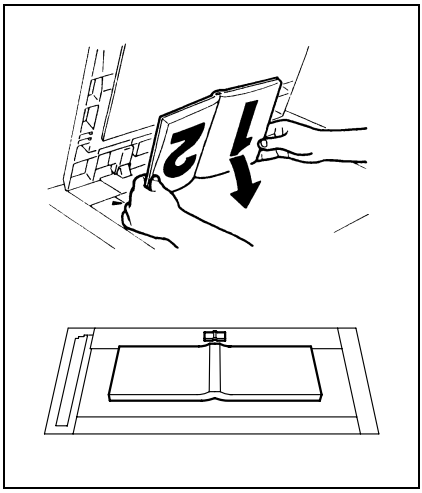
When copying two facing pages of a bound document, such as a book or magazine, position it as described below.

1 Lift open the Original Cover, or the Document Feeder if it is installed.

2 Position the book face down onto the Original Glass, with the top of the book toward the rear of the machine and with the center of the book aligned with the mark in the Document Scale.

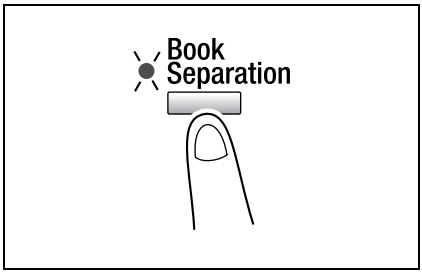
? *Have the necessary precautions been observed when positioning the book on the Original Glass?*

➜ Do not place objects weighting more than 3 kg on the Original Glass. In addition, do not press down extremely hard on the document, otherwise the machine may be damaged.



3 Carefully close the Original Cover, or the Document Feeder if it is installed.

4 Press the [Book Separation] key. The “Book Separation” indicator lights up.



5 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

6 Press the [Start] key.

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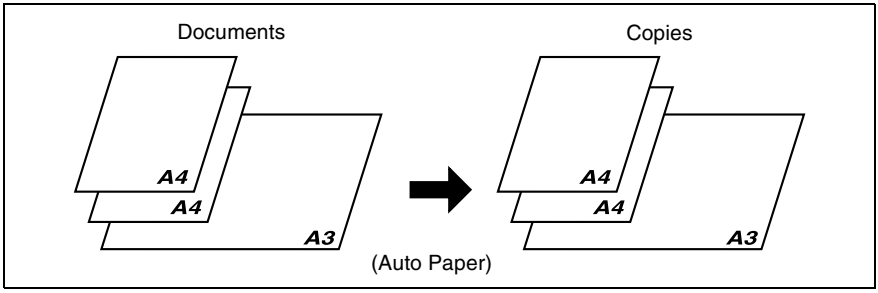
To load documents of mixed sizes

Documents containing pages of different sizes can be loaded as a set into the Document Feeder.



Precautions for loading documents of mixed sizes:

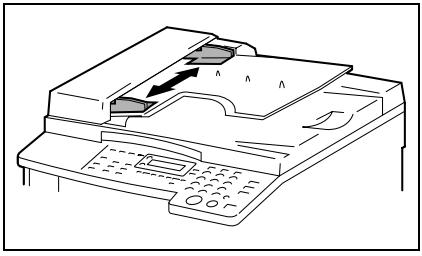
AF-12

Documents of different sizes can be copied only if all pages have the same width. For example: A document consisting of A3 L- and A4 C-size pages.

AFR-19

Refer to *"Mixed Width Document Sizes (AFR-19)" on page 5-28*.

1 Slide out the Document Guide Plates.

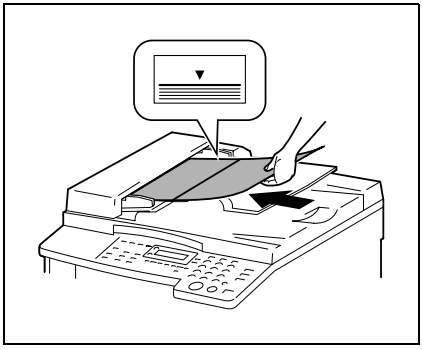


2 Load the document pages to be copied face up.

? *Have the necessary precautions been observed when loading the document?*

➜ A maximum of 50 document pages can be loaded. (With AF-12)

➜ A maximum of 80 document pages can be loaded. (With AFR-19)



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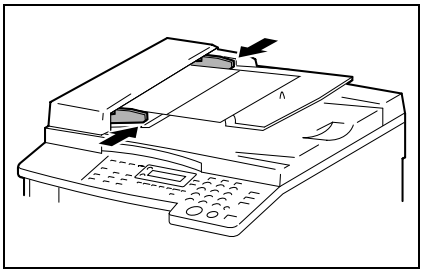
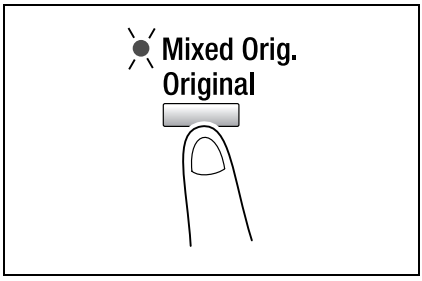
➔ Do not load so many pages that the top of the stack is higher than the ▼ mark.

3 Adjust the Document Guide Plates to fit the size of the document.



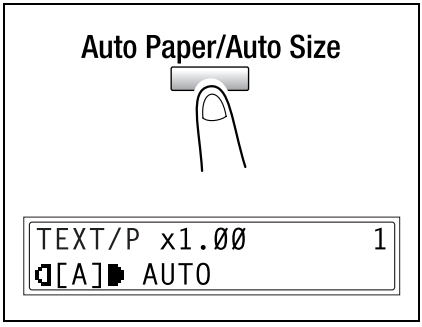
Note
Be sure to load the document correctly, otherwise the pages may not be fed in straight.

4 Press the [Original] key twice.
The “Mixed Orig.” indicator lights up.

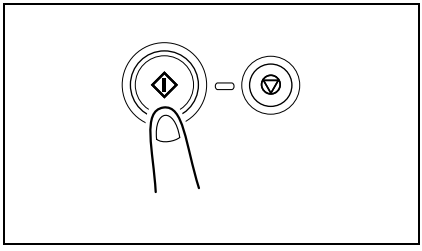


5 Press the [Auto Paper/Auto Size] key until the Auto Paper function is selected.

❍ Check that “AUTO” appears in the bottom line of the screen.



6 Press the [Start] key.



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3.4 Stopping/Restarting/Cancelling a Copy Job

Follow the procedure described below to stop a copy job.

1 Specify the copy settings, and then press the [Start] key.

Copying begins.

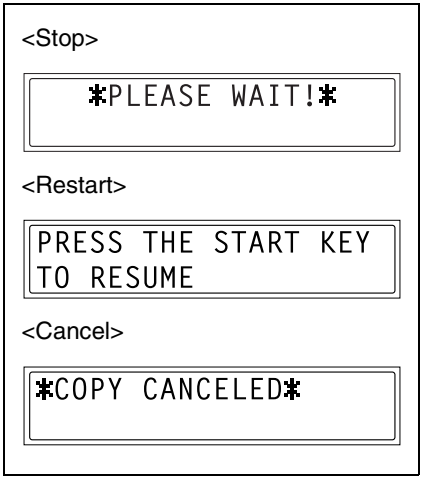
2 During printing, press the [Stop] key.
The message "∗PLEASE WAIT!∗" appears, and printing is stopped.

? *How can the stopped job be restarted?*

➜ When the message "PRESS THE START KEY TO RESUME" appears, press the [Start] key.
Printing continues.

? *How can the stopped job be cancelled?*

➜ When the message "PRESS THE START KEY TO RESUME" appears, press the [No] key.
The message "∗COPY CANCELED∗" appears, and the job is cancelled.



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3.5 Confirmation Mode

The number of operations performed since this machine was installed can be checked using the functions available when the [Status] key is pressed.

Items that can be checked from the machine counter menu:

machine counter	Description
TOTAL COUNT	This count shows the total number of prints made since this machine was installed.
SIZE COUNT	This count shows the total number of prints made for the specified paper size. (The paper size that is counted should be set by the service representative.)
TOTAL SCAN	This count shows the total number of scans made since this machine was installed. However, the number of pages scanned while making copies is not included.

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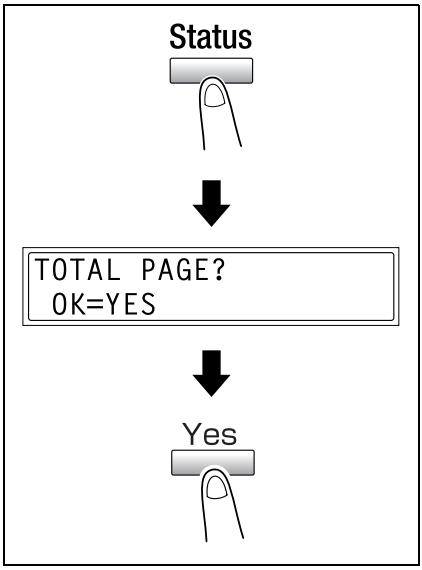
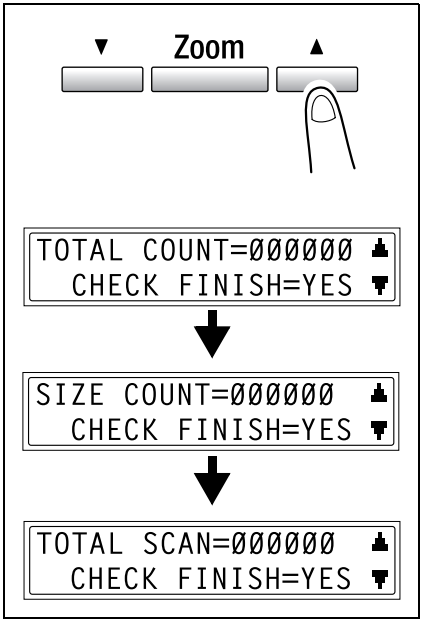
To check the counters

1 Press the [Status] key, and then press the [Yes] key.

The machine counter menu appears.



2 Using the ▼ and ▲ keys, select the counter that you wish to check.



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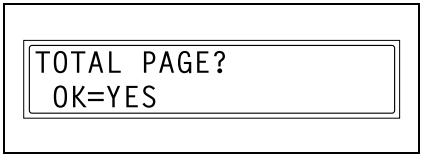
3 Press the [Yes] key.

The “TOTAL PAGE?” appears.



4 Press the [No] key.

The main screen appears.

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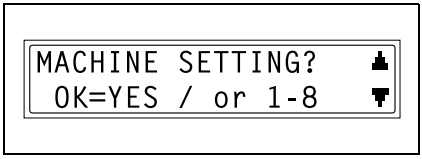
3.6 Reducing Electricity Usage

The Sleep and Auto Power-off modes are extremely useful for conserving energy.

The procedure for specifying the Energy Save mode and Auto Shut off is described below.

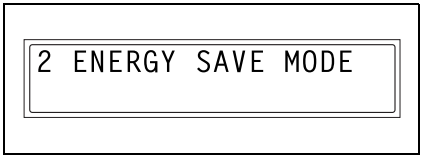
1 Press the [Utility] key.

The “MACHINE SETTING” menu appears.

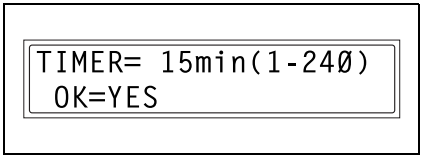


2 From the 10-Key Pad, press the [2] key.

The “ENERGY SAVE MODE” function appears.



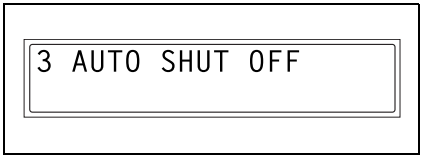
3 Using the 10-Key Pad, specify the length of time the machine is idle before it enters Energy Save mode, and then press the [Yes] key.



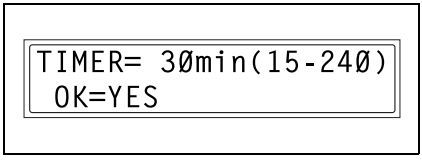
- The timer can be set between 1 min and 240 min.
- If you wish to correct the setting, press the [No] key, and then enter the new number.

4 From the 10-Key Pad, press the [3] key.

The “AUTO SHUT OFF” function appears.



5 Using the 10-Key Pad, specify the length of time the machine is idle before it turns off, and then press the [Yes] key.



- The timer can be set between 15 min and 240 min.
- If you wish to correct the setting, press the [No] key, and then enter the new number.

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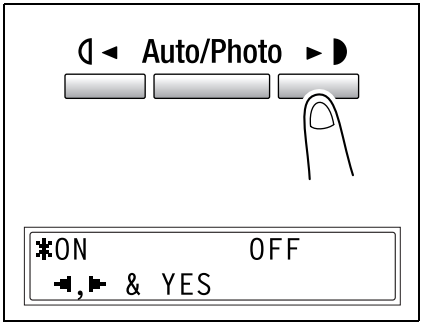
Note

If the "AUTO SHUT OFF" function in the "ADMIN.MANAGEMENT" menu is set to "ENABLE", the screen shown at the right appears.

Press the ◄ and ► keys to select "ON", and then press the [Yes] key.



6 Press the [No] key.

The main screen appears.

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Useful Operations 4

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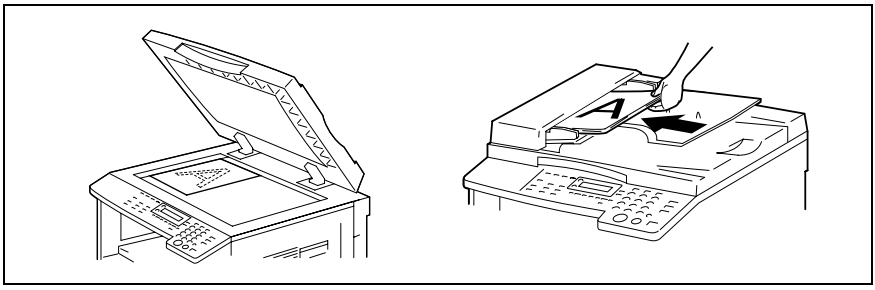
4.1 Specifying a Zoom setting

To enlarge/reduce a standard-sized document to a different standard size

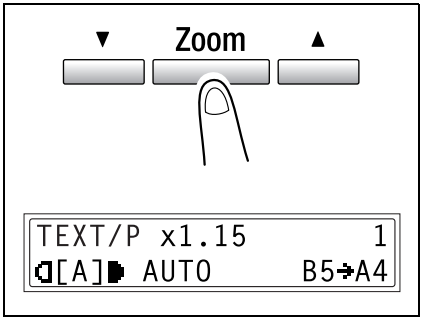
As an example, the following procedure describes how to enlarge a B5-size document to an A4-size document.

1 Position the document(s) to be copied.

- Refer to *"Loading the Document" on page 3-9*.

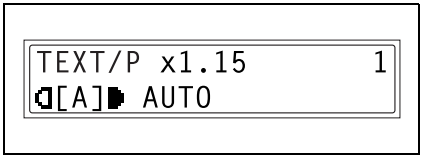


2 Press the [Zoom] key.
"B5 → A4" appears in the display.



Note
With each press of the [Zoom] key, the preset zoom ratio that is displayed changes one setting at a time.

3 Check the setting for the size of paper to be printed on.



- If "AUTO" is displayed, check that A4-sized paper is loaded into the paper tray.
- If "AUTO" is not displayed, press the [Paper] key until "AUTO" is displayed.
- For details on changing the paper size setting for the paper tray, refer to *"Setting Up the Paper Sources ("PAPER SOURCE SETUP" Menu)" on page 7-16*.

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4 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

5 Press the [Start] key.

Note

When making copies using the Manual Bypass, continue loading paper into the tray.

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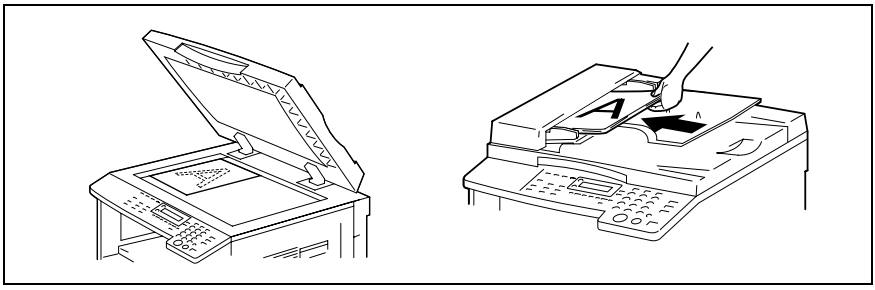
4.2 Using the “Auto/Photo” Function

To make sharp copies of illustrations or photos

Select the appropriate setting (“TEXT”, “PHOTO”, or “TEXT/P”) for the quality of the document to be copied in order to make sharp copies of the document.

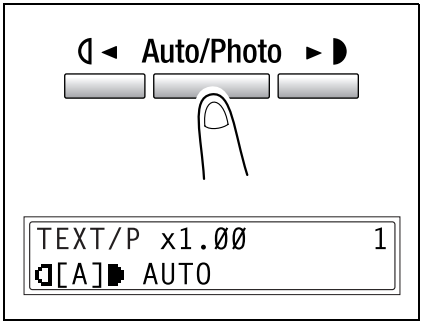
1 Position the document(s) to be copied.

- Refer to *“Loading the Document” on page 3-9*.



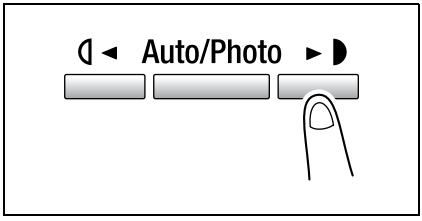
2 Press the [Auto/Photo] key.

- Select either “PHOTO” or “TEXT/P”.



3 Press the ◄ or ► key to adjust the density.

- Select the appropriate density for the color and density of the text and paper of the document.



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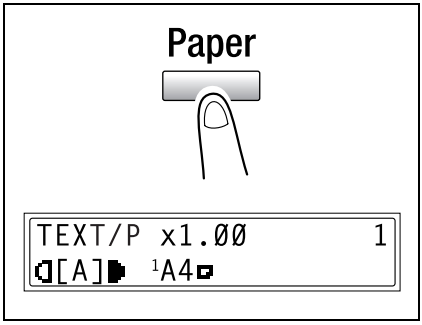
4 Check the setting for the size of paper to be printed on.

- To select either “AUTO” or a specific paper source, continue pressing the [Paper] key until the desired paper size is displayed.



5 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

6 Press the [Start] key.

Note
When making copies using the Manual Bypass, continue loading paper into the tray.

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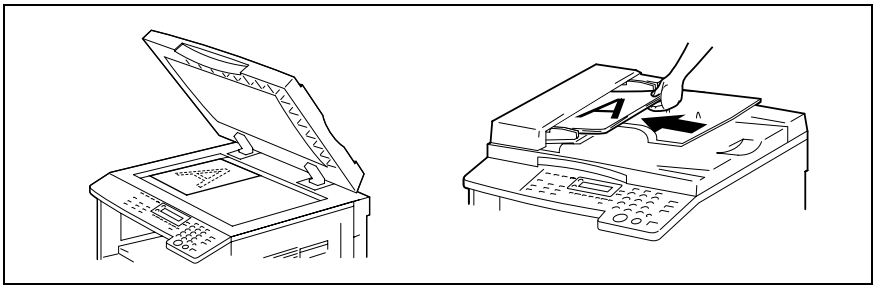
4.3 Copying Onto Various Types of Media

To copy onto OHP transparencies

As an example, the following procedure describes how to make copies onto OHP transparencies loaded into the 1st Tray.

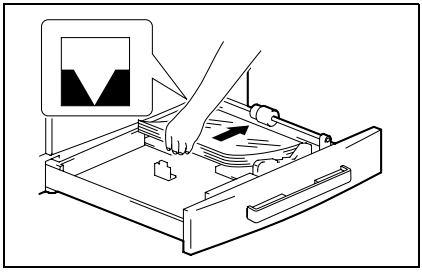
1 Position the A4-sized document.

- Refer to *"Loading the Document" on page 3-9*.



2 Adjust the paper guides in the 1st Tray, and load the OHP transparencies.

- Load OHP transparencies in the same orientation as the document.



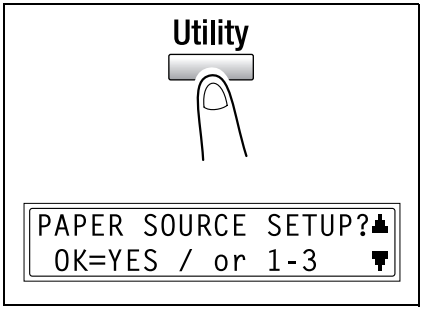
...

Note

A maximum of 20 OHP transparencies can be loaded.

3 Press the [Utility] key twice.

The "PAPE SOURCE SETUP" menu appears.



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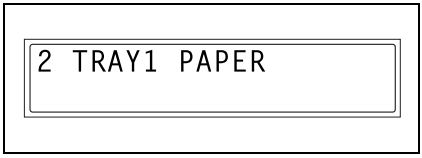
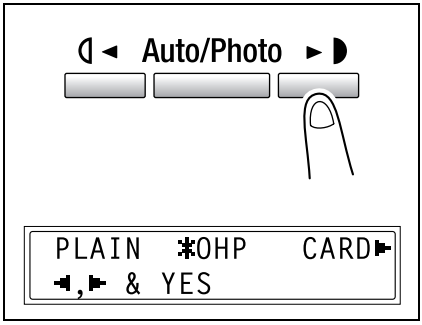
4 From the 10-Key Pad, press the [2] key.

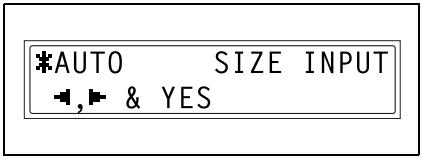
"TRAY1 PAPER" appears.



5 Press the ◄ or ► key to select "OHP", and then press the [Yes] key.



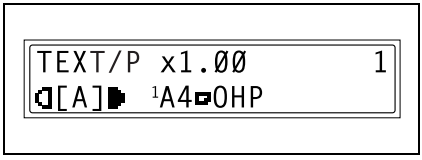
6 Press the ◄ or ► key to select "AUTO", and then press the [Yes] key.



7 Press the [No] key.

The main screen appears.

8 Press the [Paper] key to select the paper loaded into the 1st Tray.



9 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

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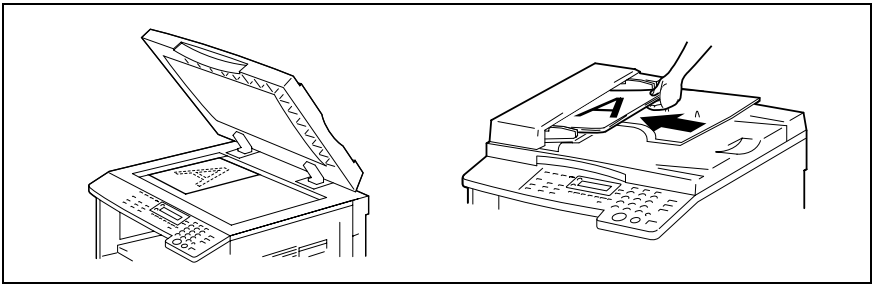
To copy onto label sheets

As an example, the following procedure describes how to make copies onto 200 mm × 250 mm label sheets loaded into the 1st Tray.

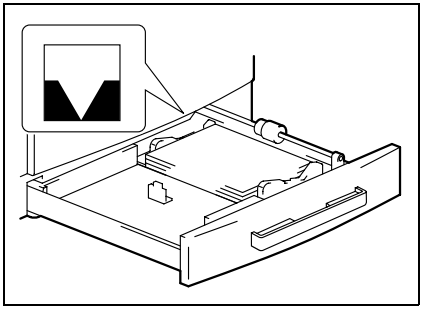
1 Position the document(s) to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.



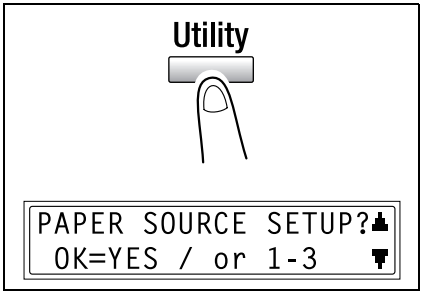
2 Adjust the paper guides in the 1st Tray, and load the label sheets.

- ❍ Load label sheets so that the surface to be printed on faces upward, as shown in the illustration.



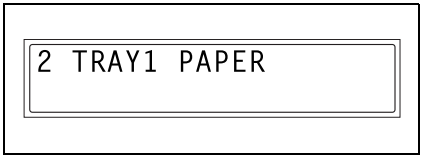
3 Press the [Utility] key twice.

The "PAPER SOURCE SETUP" menu appears.



4 From the 10-Key Pad, press the [2] key.

"TRAY1 PAPER" appears.



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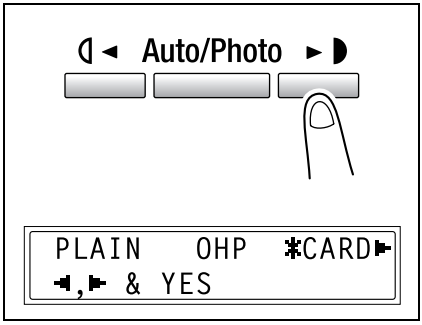
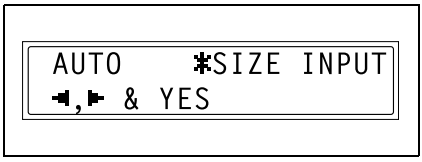
5 Press the ◄ or ► key to select "CARD", and then press the [Yes] key.

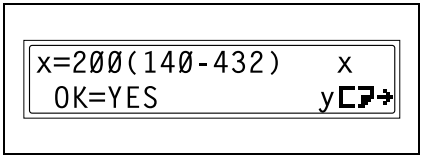


6 Press the ◄ or ► key to select "SIZE INPUT", and then press the [Yes] key.



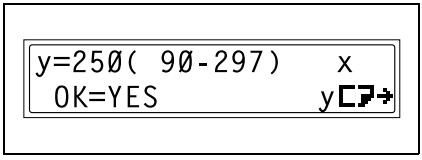
7 Using the 10-Key Pad, type in "200" for the length (x), and then press the [Yes] key.

- The length of the paper (x) can be set between 140 mm and 432 mm.
- To correct the entered value, press the [No] key.



8 Using the 10-Key Pad, type in "250" for the width (y), and then press the [Yes] key.

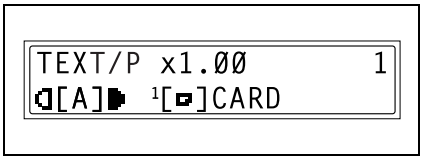
- The width of the paper (y) can be set between 90 mm and 297 mm.
- To correct the entered value, press the [No] key.



9 Press the [No] key.

The main screen appears.

10 Press the [Paper] key to select the paper loaded into the 1st Tray.



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11 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

12 Press the [Start] key.

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To copy onto envelopes (non-standard size)

As an example, the following procedure describes how to make copies onto 200 mm × 150 mm envelopes loaded into the Manual Bypass.

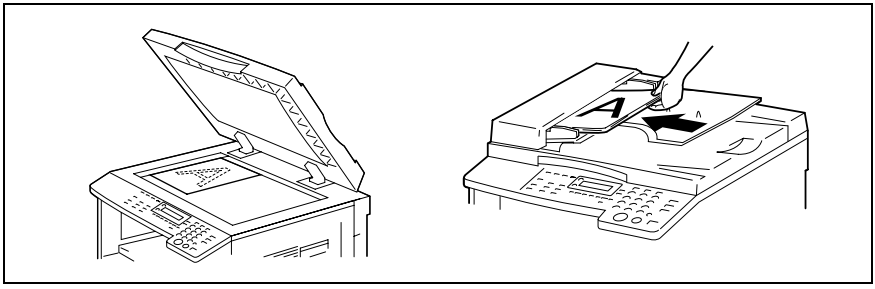
Note

When loading non-standard-sized documents and paper, be sure to first measure their size.

The Document Scales at the edges of the Original Glass are useful for measuring documents and paper.

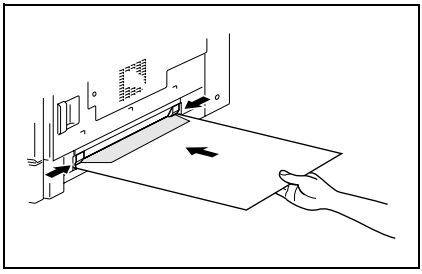
1 Position the document(s) to be copied.

- Refer to *"Loading the Document" on page 3-9*.



2 Adjust the paper guides for the Manual Bypass, and load the envelopes.

- Load the envelopes with the flap facing up so that the surface to be printed on faces downward, as shown in the illustration.



Note

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed.

With the Manual Bypass, only one envelope can be loaded at a time.

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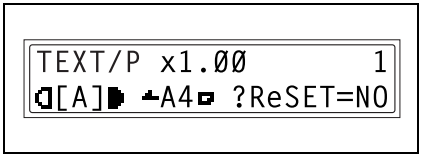
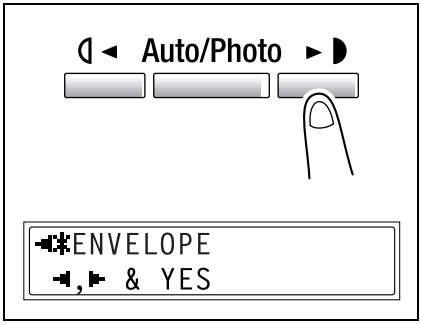
3 Press the [No] key.

The “PAPER SOURCE SETUP” menu appears.



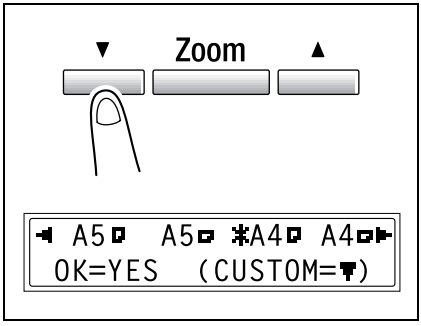
4 Press the ◄ or ► key to select “ENVELOPE”, and then press the [Yes] key.

The “PAPER SIZE” menu appears.



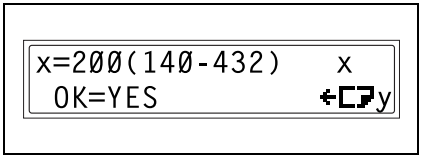
5 Press the ▼ key.

The length (x) setting appears.



6 Using the 10-Key Pad, type in “200” for the length (X), and then press the [Yes] key.

- The length of the paper (x) can be set between 140 mm and 432 mm.
- To correct the entered value, press the [No] key.



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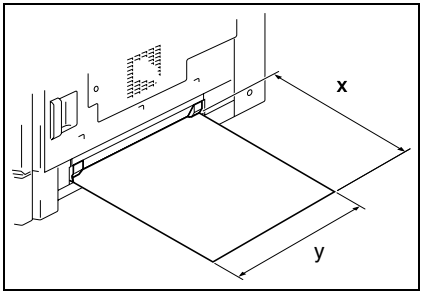
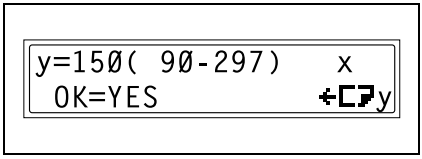
Tip

Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



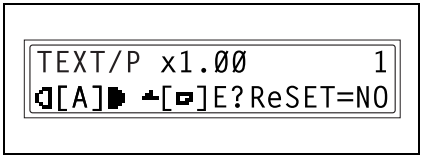
7 Using the 10-Key Pad, type in “150” for the width (y).

- The width of the paper (y) can be set between 90 mm and 297 mm.
- To correct the entered value, press the [No] key.



8 Press the [Yes] key.

The main screen appears.



9 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

Note

When making copies using the Manual Bypass, continue loading paper into the tray.

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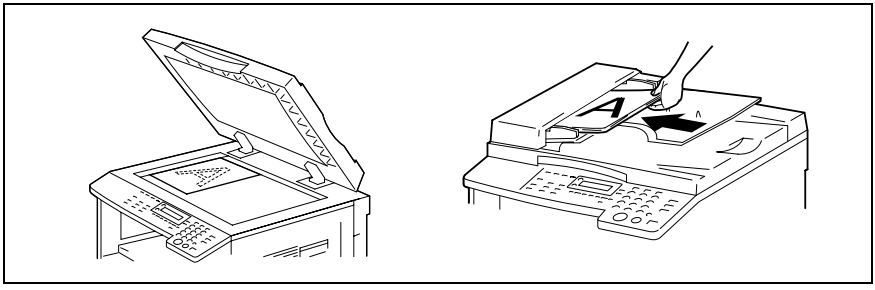
To copy onto postcards

As an example, the following procedure describes how to make copies onto 148 mm × 100 mm postcards loaded into the Manual Bypass.

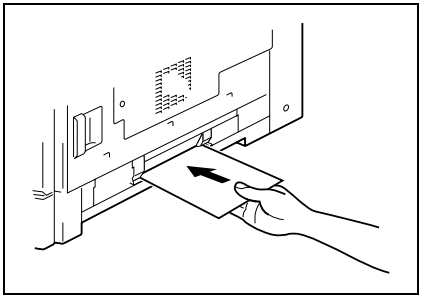
1 Position the document(s) to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.



2 Adjust the paper guides for the Manual Bypass, and load the postcards.

- ❍ Load postcards with the shorter side as the leading edge, as shown in the illustration.

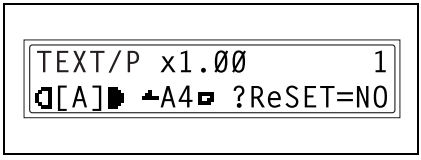


Note
Load postcards so that the surface to be printed on faces downward.

With the Manual Bypass, only one postcards can be loaded at a time.

3 Press the [No] key.

The "PAPER SOURCE SETUP" menu appears.



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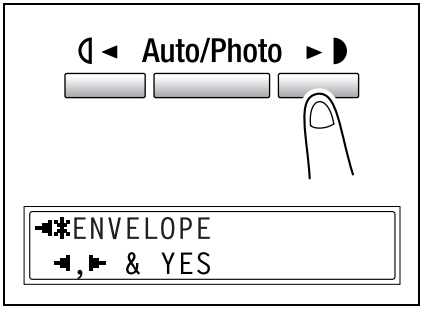
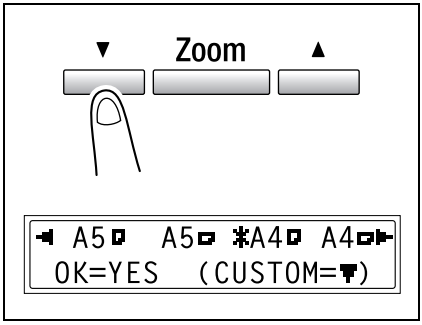
4 Press the ◄ or ► key to select "ENVELOPE", and then press the [Yes] key.

The "PAPER SIZE" menu appears.



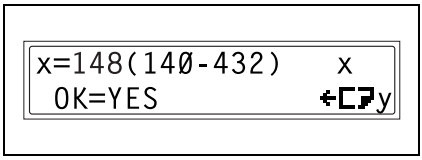
5 Press the ▼ key.

The length (x) setting appears.



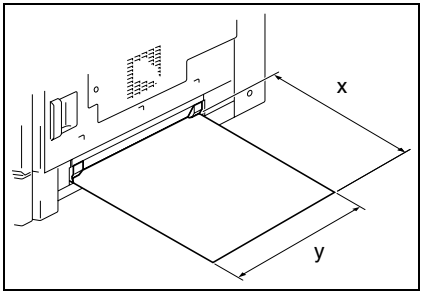
6 Using the 10-Key Pad, type in "148" for the length (x), and then press the [Yes] key.

- The length of the paper (x) can be set between 140 mm and 432 mm.
- To correct the entered value, press the [No] key.



Tip

Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



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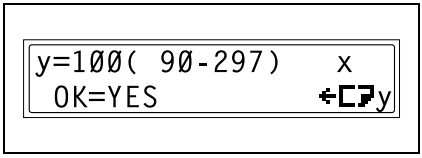
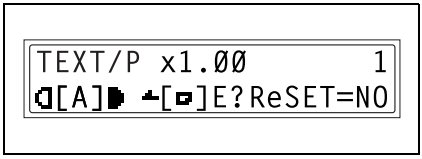
7 Using the 10-Key Pad, type in “100” for the width (y).

- The width of the paper (y) can be set between 90 mm and 297 mm.
- To correct the entered value, press the [No] key.



8 Press the [Yes] key.

The main screen appears.



9 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

Note

When making copies using the Manual Bypass, continue loading paper into the tray.

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Before Making Copies 5

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5.1 Paper

Use paper that meets the following specifications.

Paper Types

Paper Type / Weight (g/m^2) / Paper Source, Etc.	Plain Paper	Special Media	Recycled Paper
	60 to 90 g/m^2	91 to 157 g/m^2	60 to 90 g/m^2
Manual Bypass	○	○	○
Multiple Bypass	○	○	○
1st paper drawer	○	○	○
2nd paper drawer	○	—	○
3rd paper drawer	○	—	○
4th paper drawer	○	—	○
5th paper drawer	○	—	○
Double-sided copies	○	—	○

Paper Type / Paper Source, Etc.	Special Media			
	OHP transparencies	Postcards	Label Sheets	Envelopes
Manual Bypass	○	○	○	○
Multiple Bypass	○	○	○	○
1st paper drawer	○	○	○	○
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—
Double-sided copies	—	—	—	—

○: Available —: Not available

Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the Multiple Bypass are optional.

If the optional Duplex Unit is used to make double-sided copies, only plain and recycled paper can be used.

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Paper Sizes

Non-standard-sized paper

Paper Source	Paper Width	Paper Length
Manual Bypass	90 mm to 297 mm	140 mm to 432 mm
Multiple Bypass	90 mm to 297 mm	140 mm to 432 mm
1st paper drawer	90 mm to 297 mm	140 mm to 432 mm
2nd paper drawer	182 mm to 297 mm	140 mm to 432 mm
3rd paper drawer	182 mm to 297 mm	140 mm to 432 mm
4th paper drawer	182 mm to 297 mm	140 mm to 432 mm
5th paper drawer	182 mm to 297 mm	140 mm to 432 mm

Standard-sized paper

Paper Size / Paper Source, Etc.	A3 L	B4 L	A4 L	A4 C	B5 L	B5 C	A5 L	A5 C
Manual Bypass	○	○	○	○	○	○	○	○
Multiple Bypass	○	○	○	○	○	○	○	○
1st paper drawer	○	○	○	○	○	○	○	○
2nd paper drawer	○	○	○	○	○	○	—	○
3rd paper drawer	○	○	○	○	○	○	—	○
4th paper drawer	○	○	○	○	○	○	—	○
5th paper drawer	○	○	○	○	○	○	—	○
Double-sided copies	○	○	○	○	○	○	—	○

○: Available —: Not available

Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the Multiple Bypass are optional.

If the optional Duplex Unit is used to make double-sided copies, only plain and recycled paper can be used.

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Paper Capacity

Paper Type / Weight (g/m^2) / Paper Source, Etc.	Plain Paper	Special Media	Recycled Paper
	60 to 90 g/m^2	91 to 157 g/m^2	60 to 90 g/m^2
Manual Bypass	1 sheet	1 sheet	1 sheet
Multiple Bypass	100 sheets	20 sheets	100 sheets
1st paper drawer	250 sheets	20 sheets	250 sheets
2nd paper drawer	250 sheets	—	250 sheets
3rd paper drawer	250 sheets	—	250 sheets
4th paper drawer	250 sheets	—	250 sheets
5th paper drawer	250 sheets	—	250 sheets

Paper Type / Paper Source, Etc.	Special Media			
	OHP transparencies	Postcards	Label Sheets	Envelopes
Manual Bypass	1 sheet	1 postcard	1 sheet	1 envelope
Multiple Bypass	20 sheets	20 postcards	20 sheets	10 envelopes
1st paper drawer	20 sheets	20 postcards	20 sheets	10 envelopes
2nd paper drawer	—	—	—	—
3rd paper drawer	—	—	—	—
4th paper drawer	—	—	—	—
5th paper drawer	—	—	—	—

—: Not available

Note

The 2nd paper drawer, the 3rd paper drawer, the 4th paper drawer, the 5th paper drawer and the Multiple Bypass are optional.

If the optional Duplex Unit is used to make double-sided copies, only plain and recycled paper can be used.

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Unsuitable Paper

The following types of paper should not be used, otherwise decreased print quality, paper misfeeds or damage to the machine may occur.

- OHP transparencies that have already been fed through the machine
  Even if the transparency is still blank, do not reuse it.
- Paper that has been printed on by a heat-transfer printer or an inkjet printer
- Paper that is either extremely thick or extremely thin
- Folded, curled, wrinkled, or torn paper
- Paper that has been left unwrapped for a long period of time
- Damp paper
- Perforated paper or paper with punched holes
- Extremely smooth or extremely rough paper, or paper with an uneven surface
- Paper that has been treated, such as carbon-backed, heat-sensitive or pressure-sensitive paper
- Paper that has been decorated with foil or embossing
- Paper of various sizes
- Paper of a non-standard shape (not rectangular)
- Paper that is bound with glue, staples or paper clips
- Paper with labels attached
- Paper with ribbons, hooks, buttons, etc. attached
- Curled or wrinkled paper
- Art paper, coated paper or inkjet printer paper

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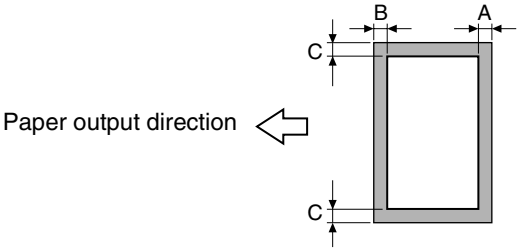
5.2 Print Area

Any part of the image within the area indicated below is not copied.

- A margin 4 mm (at full size) from the trailing edge of the paper (A)
- A margin 4 mm (at full size) from the leading edge of the paper (B)
- A margin 4 mm (at full size) on both sides of the paper (C)

For details on using the machine to print from a computer when the printer controller is installed, refer to the Printer Controller User Manual.



A: 4 mm (at full size)
B: 4 mm (at full size)
C: 4 mm (at full size)

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5.3 Paper Storage

Observe the following precautions when storing the paper.

- Store the paper in a location that meets the following requirements.
  - Not exposed to direct sunlight
  - Not exposed to a flame
  - Not exposed to high humidity
  - Not extremely dusty
- Unwrapped paper should be placed in a plastic bag and stored in a cool, dark location.
- Keep paper out of the reach of children.

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5.4 Making Copies on Manually Fed Paper

Manually feed the copy paper if you wish to make copies onto paper not loaded into any paper tray, or onto special paper, such as OHP transparencies, postcards or cards.

Paper That Can Be Fed Manually

Paper types:

- Plain or recycled paper (thickness: 60 g/m^2 to 90 g/m^2)
- Special paper
  - Cards (thickness: 91 g/m^2 to 157 g/m^2)
  - OHP transparencies
  - Postcards
  - Label sheets
  - Envelopes

Paper sizes:

- Maximum: 297 mm × 432 mm
- Minimum: 90 mm × 140 mm

Note

When copying using the Manual Bypass, only one page at a time can be loaded. For details on the number of pages that can be loaded into the Multiple Bypass (optional), refer to "Paper Capacity" on page 5-4.

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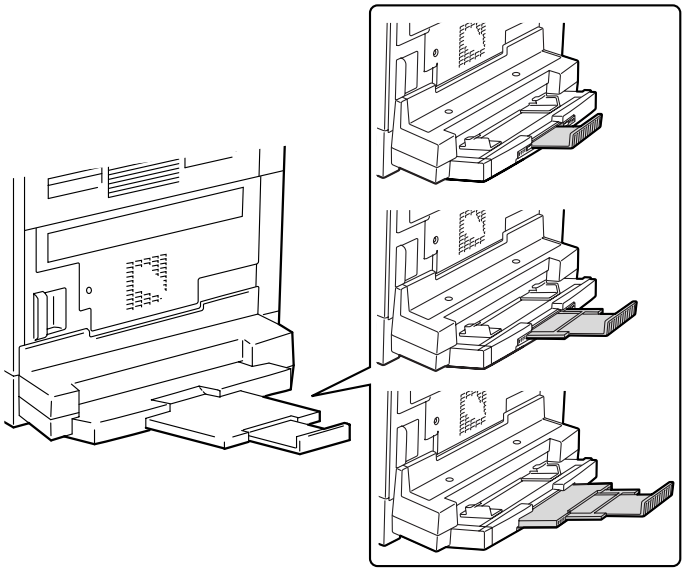
Adjusting the Multiple Bypass

Adjust the Bypass Tray Extender to fit the size of the paper as shown below.



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Loading Paper Into the Bypass Trays

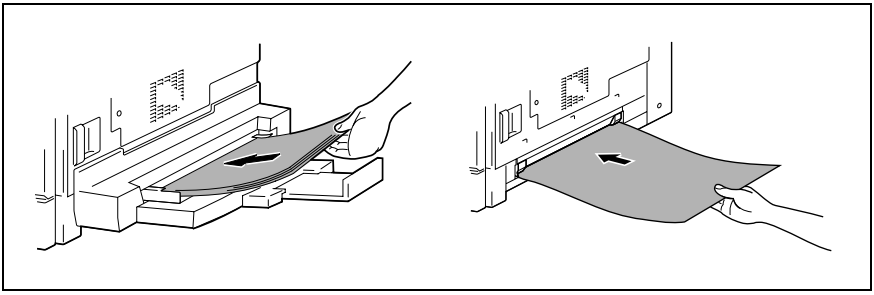
To load plain paper

Load the paper into the Manual Bypass one sheet at a time.

Up to 100 sheets of paper can be loaded into the Multiple Bypass. Do not load so much paper into the Multiple Bypass that the top of the stack is higher than the ▼ mark.

Note
When paper other than plain paper is loaded, the paper type must be specified.

1 Load the paper into the Bypass Tray.

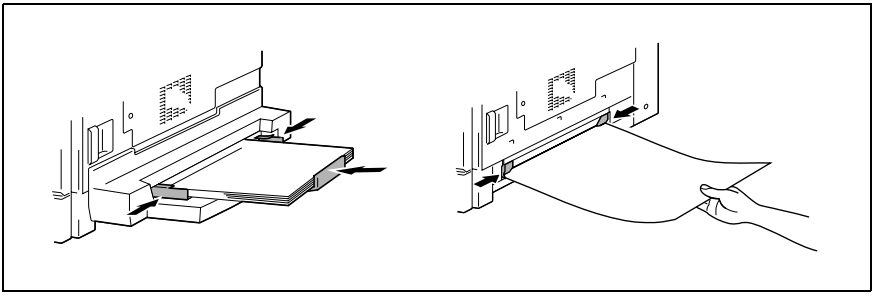


? *Have the necessary precautions been observed when loading the paper?*

➜ Load the paper so that the front side of the paper faces down.

➜ Make sure that the paper is not curled (rolled).

2 Adjust the Bypass Tray Extender and the paper guides to fit the size of the paper.



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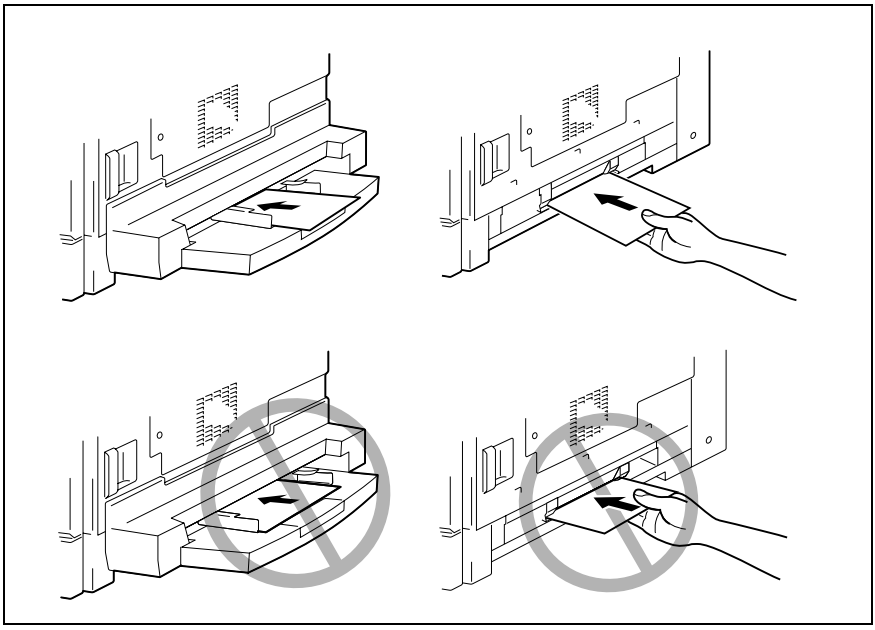
Loading Special Paper Into the Bypass Trays

To load postcards

Load the paper into the Manual Bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the Multiple Bypass.

➔ When loading postcards, load them with the shorter side as the leading edge, as shown in the illustration, and with the side to be printed on facing down.



Note

Do not load postcards crosswise.

After you have loaded the postcards, use the control panel to specify the paper size and paper type for the Bypass Tray.

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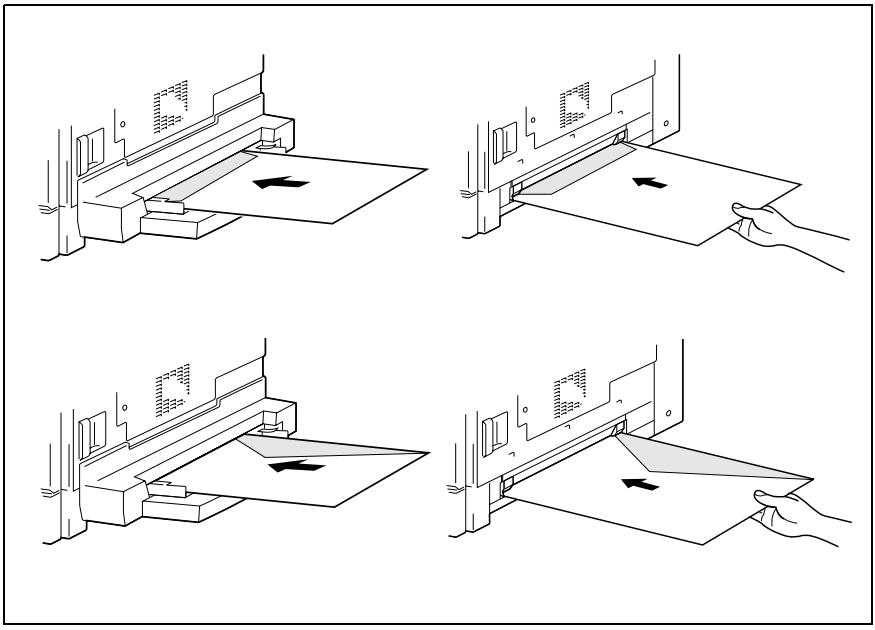
To load envelopes

Load the paper into the Manual Bypass one sheet at a time.

Up to 10 sheets of paper can be loaded into the Multiple Bypass.

➜ When loading envelopes, load them with the flap facing up, as shown in the illustration.



Note

Before loading envelopes, press them down to make sure that all air is removed, and make sure that the folds of the flaps are firmly pressed, otherwise the envelopes may become wrinkled or a paper misfeed may occur.

After you have loaded the envelopes, use the control panel to specify the paper size and paper type for the Bypass Tray.

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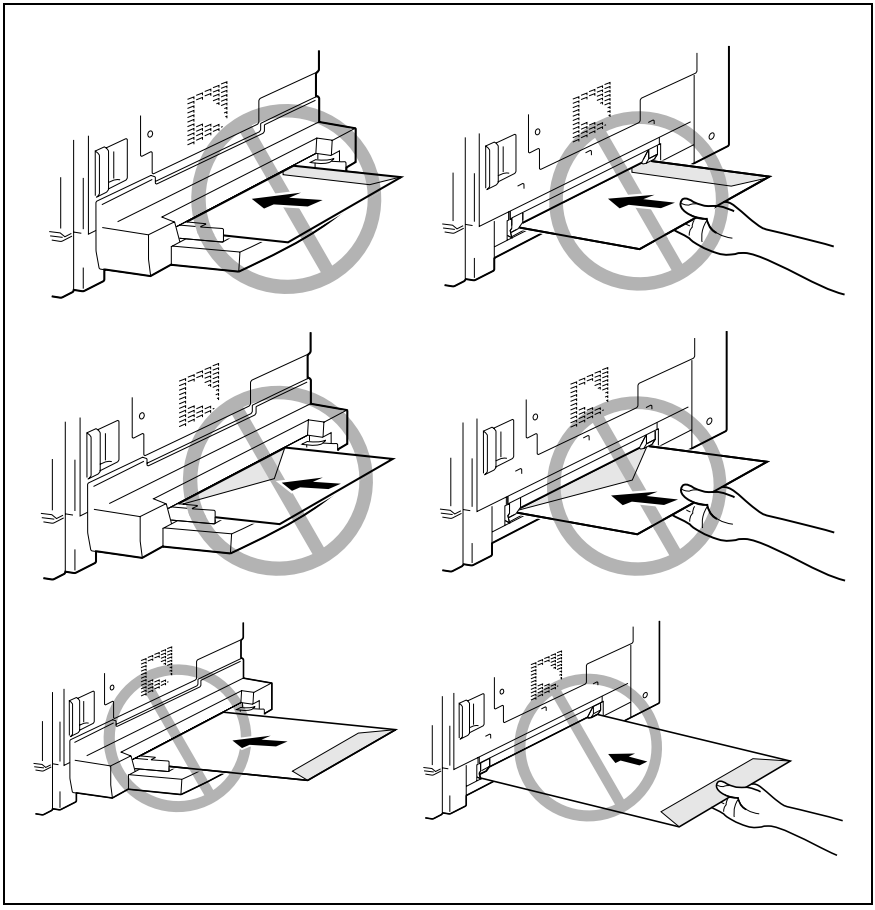

Note

Do not load envelopes crosswise.

Do not load envelopes with the flap facing down.

Do not load envelopes with the flap facing backwards.

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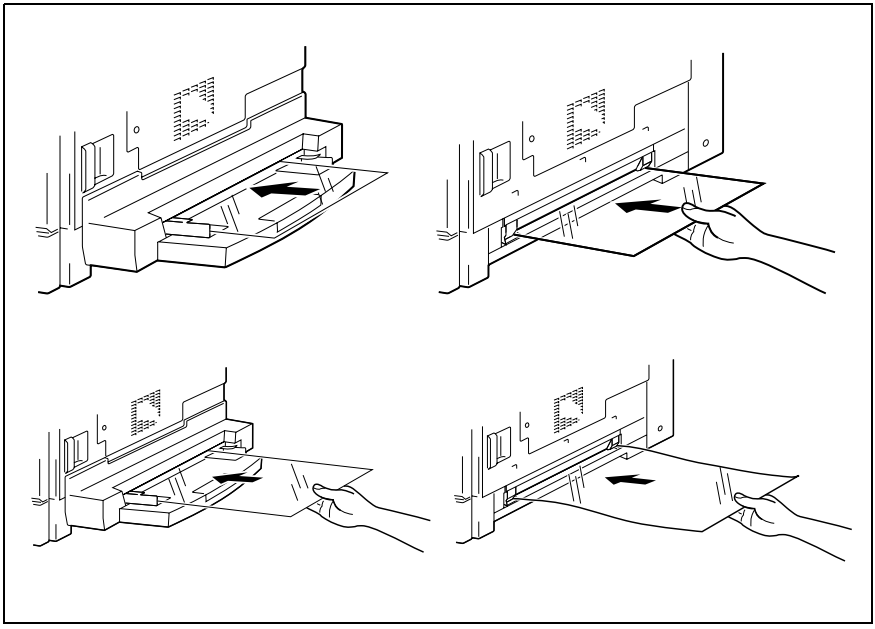
To load OHP transparencies

Load the paper into the Manual Bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the Multiple Bypass.

➜ When loading OHP transparencies, load them in the same orientation as the document.



Note

After you have loaded the transparencies, use the control panel to specify the paper size and paper type for the Bypass Tray.

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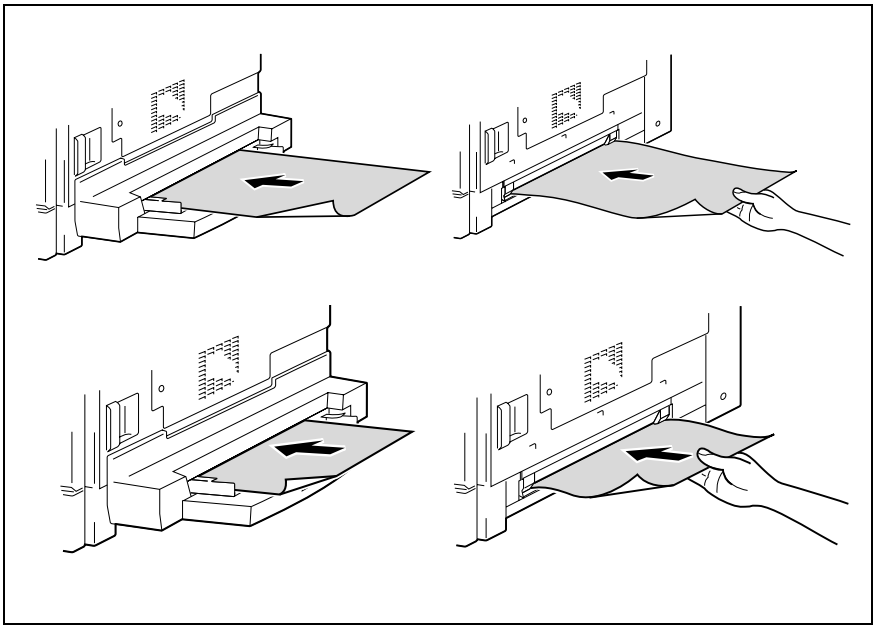
To load label sheets

Load the paper into the Manual Bypass one sheet at a time.

Up to 20 sheets of paper can be loaded into the Multiple Bypass.

➜ When loading label sheets, load them in the same orientation as the document. Place documents with the side to be printed facing down.



Note

After you have loaded the label sheets, use the control panel to specify the paper size and paper type for the Bypass Tray.

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Copying Onto Manually Fed Paper

To copy using the Manual Bypass

1 Load the document to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.

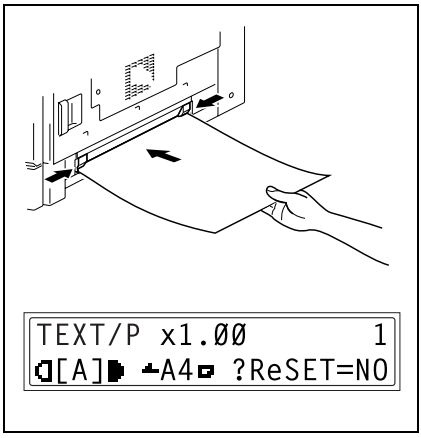
2 Adjust the paper guides to fit the size of the paper.

3 Insert one sheet of paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

The manual bypass mark (⊥) appears in the bottom line of the screen.

? *Is a card or a postcard loaded?*

→ Make sure that it is not curled (rolled).

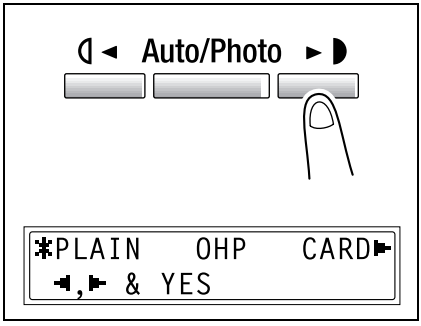


4 Press the [No] key.

The "PAPER SOURCE SETUP" menu appears.

5 Use the ◄ and ► keys to select the type of paper loaded.

- ❍ Select from the following four paper type settings.
  "PLAIN"
  "OHP"
  "CARD"
  "ENVELOPE"



6 Press the [Yes] key.

The "PAPER SIZE" menu appears.

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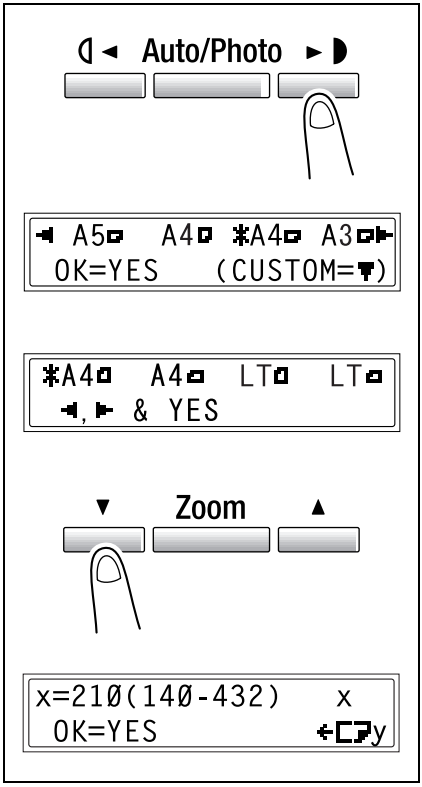
7 Using the ◄ and ► keys, select the size of the paper loaded.



- If "OHP" was selected in step 5, select from the following four paper size settings.
  "A4 L"
  "A4 C"
  "Letter L"
  "Letter C"

- If paper with a non-standard size is loaded, press the ▼ key, and then use the 10-Key Pad to enter the paper size. (For details, refer to *"To copy onto label sheets" on page 4-8*.)

? *Do you know the size of FLS paper?*

→ The default FLS size is 210 mm × 330 mm. To change the FLS size, contact your service representative.

8 Press the [Yes] key.

The main screen appears.

9 If necessary, specify any other copy settings.

- Zoom (p. 5-30)
- Copy density (p. 5-36)
- Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

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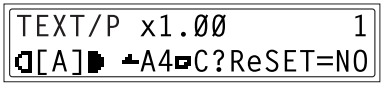
Tip

To copy onto more pages using the same settings, feed paper into the Manual Bypass to begin making copies automatically.

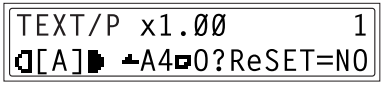
To make continuous copies onto cards, postcards, OHP transparencies or envelopes, load them into the 1st Tray.

If paper other than plain paper is specified and the Manual Bypass is used, the screen changes as shown below.

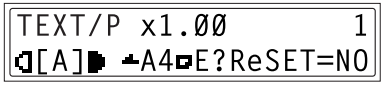
Cards



OHP transparencies



Postcards or envelopes



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To copy using the Multiple Bypass

1 Load the document to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.

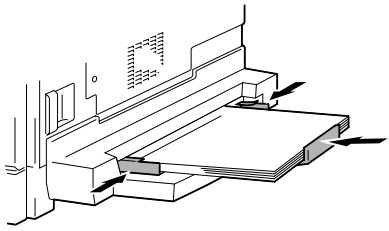
2 Adjust the Bypass Tray Extender and the paper guides to fit the size of the paper.

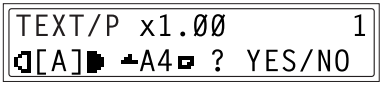
3 Load the paper with the front side facing down, lightly sliding the paper as much as possible into the feed slot.

The manual bypass mark (⏚) appears in the bottom line of the screen.

? *Are sheets of cards or postcards loaded?*

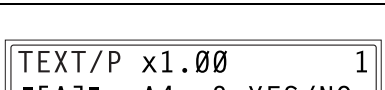
➜ Make sure that they are not curled (rolled).





4 Check that "YES/NO" appears in the bottom line of the screen, and then press the [No] key.

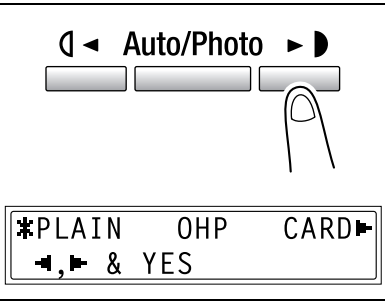
The "PAPER SOURCE SETUP" menu appears.



Note
"YES/NO" is displayed for approximately 5 seconds after paper is loaded into the Multiple Bypass.

5 Use the ◄ and ► keys to select the type of paper loaded.

- ❍ Select from the following four paper type settings.
  "PLAIN"
  "OHP"
  "CARD"
  "ENVELOPE"



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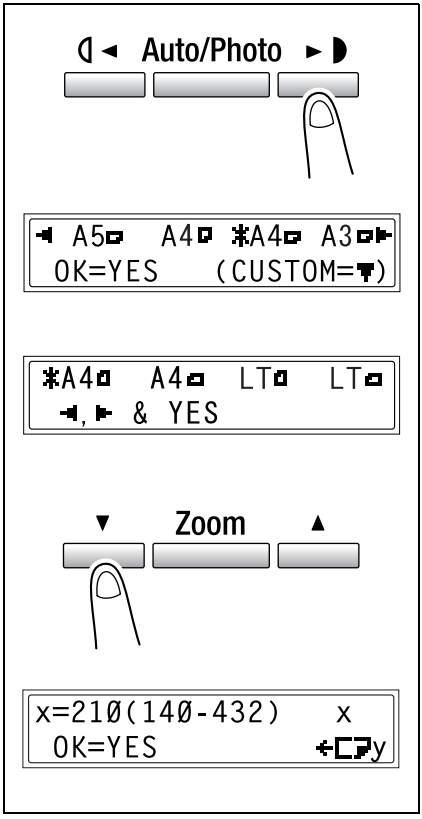
6 Press the [Yes] key.

The PAPER SIZE menu appears.

7 Using the ◄ and ► keys, select the size of the paper loaded.



- If "OHP" was selected in step 5, select from the following four paper size settings.
  "A4 L"
  "A4 C"
  "Letter L"
  "Letter C"

- If paper with a non-standard size is loaded, press the ▼ key ("CUSTOM"), and then use the 10-Key Pad to enter the paper size. (For details, refer to *"Copying Onto Various Types of Media" on page 4-6*.)

? *Do you know the size of FLS paper?*

→ The default FLS size is 210 mm × 330 mm. To change the FLS size, contact your service representative.

8 Press the [Yes] key.

The main screen appears.

9 If necessary, specify any other copy settings.

- Zoom (p. 5-30)
- Copy density (p. 5-36)
- Advanced Copy Operations (p. 6-1)

10 Press the [Start] key.

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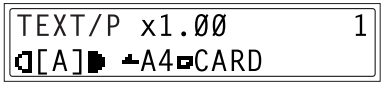
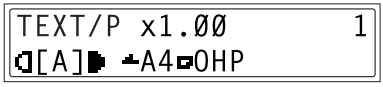
Tip

If paper other than plain paper is specified and the Multiple Bypass is used, the screen changes as shown below.

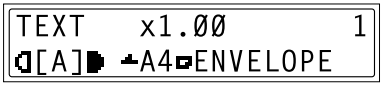
Cards



OHP transparencies



Postcards or envelopes



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5.5 Selecting the Paper Source

The paper used for making copies can be selected in two ways.

- Auto Paper:
  If the Auto Paper function is selected, the paper tray containing the most suitable size of paper is selected based on the size of the document and the specified zoom ratio.
- Manual paper selection:
  The paper that you wish to use for copying can be selected.

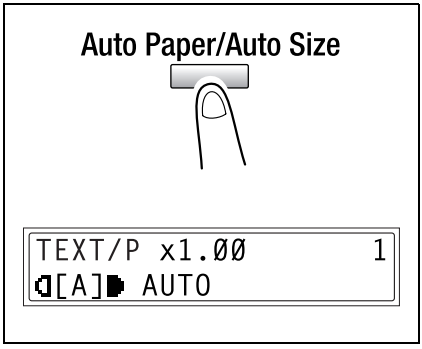
To make copies using the Auto Paper function

1 Load the document into the Automatic Document Feeder.

- ❍ Refer to *"Loading the Document" on page 3-9*.

2 Press the [Auto Paper/Auto Size] key until the Auto Paper function is selected.

- ❍ Check that "AUTO" appears in the bottom line of the screen.



3 If necessary, specify any other copy settings.

- ❍ Zoom (p. 5-30)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

Note
If "NO SUITABLE PAPER" appears in the display immediately after the [Start] key is pressed, no tray is loaded with paper of the most suitable size. Either load paper with the appropriate size, or press the [Paper] key and select the desired paper size, and then press the [Start] key again.

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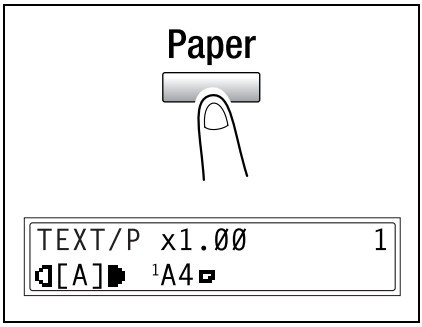
To copy with a manually selected paper size

1 Load the document to be copied.

- Refer to *"Loading the Document" on page 3-9*.

2 Press the [Paper] key, and then select the desired paper size.

- Check that the correct paper size appears in the bottom line of the screen.



3 If necessary, specify any other copy settings.

- Zoom (p. 5-30)
- Copy density (p. 5-36)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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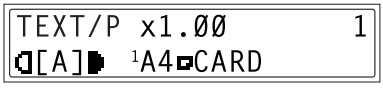
To load special paper into the 1st Tray

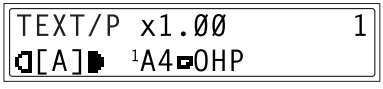
If special paper, such as OHP transparencies, postcards or cards are loaded into the 1st Tray, first set the “TRAY1 PAPER” function in the “PAPER SOURCE SETUP” menu of the Utility mode (*“To specify the size of paper loaded into the 1st Tray (“TRAY1 PAPER” function)” on page 7-19*).

Depending on the paper type set for the “TRAY1 PAPER” function, the screen changes as shown below.

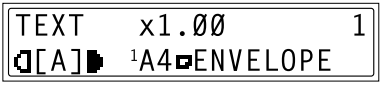
Cards



OHP transparencies



Postcards or envelopes



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Automatically Selecting the Paper Source

With the auto tray switching feature, printing can continue with paper from a different paper drawer if the currently selected drawer runs out of paper during printing.

Note

If paper is loaded into the Manual Bypass, the auto tray switching feature does not function.

The auto tray switching feature functions if the currently selected paper drawer and another paper drawer (except the Manual Bypass) meet the following conditions.

- The paper is the same size.
- The paper is the same type.
- The paper is positioned in the same orientation.
- The “PAPER TYPE” function is set to “PLAIN”, “RECYCLE” or “1-SIDE” for both paper trays.

Tip

If the optional Multiple Bypass and the 5th paper drawer are installed, a maximum of 1350 copies (on A4 C paper) can be made continuously.

When making a large number of copies continuously, load all paper drawers (except the Manual Bypass) with paper meeting the conditions listed above.

If there is no paper in any paper drawer, a message appears indicating that paper must be replenished. Copying may not continue if paper is loaded into other paper drawers than the one specified in the message.

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Order for Automatically Switching Paper Drawers

When a different paper drawer is automatically selected, the next paper drawer in the following list is chosen.

1st paper drawer → 2nd paper drawer → 3rd paper drawer → 4th paper drawer → 5th paper drawer → Multiple Bypass

Note

If special media, such as OHP transparencies or label sheets, are loaded into the 1st paper drawer or the Multiple Bypass, the auto tray switching feature may cause the paper to be fed incorrectly.

In this case, we recommend that the settings be changed as follows. For the 1st paper drawer, change the paper type using the "TRAY1 PAPER" function on the "PAPER SOURCE SETUP" menu of the Utility mode (p. 7-19). For the Multiple Bypass, specify the paper type after loading the paper (p. 5-16).

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5.6 Original Documents

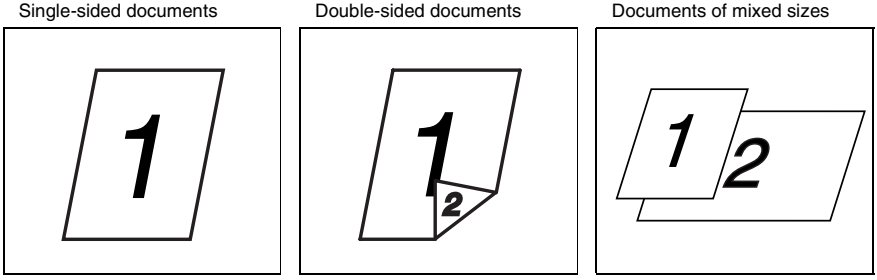
Using the Document Feeder

The document feeder automatically feeds in, scans, then feeds out each page of a multi-page document, one page at a time. The correct type of document must be loaded in order for the document feeder to function properly.

Using an incorrect type of document may cause a paper misfeed or damage to the document or machine.

Note
In order to copy double-sided documents, the Duplexing Document Feeder AFR-19 (for Di2011) must be installed.

Document Types



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Documents of Uniform Sizes

Document feed method	Document type	Document size
Document Feeder	Sheet documents • Single-sided documents AF-12 Capacity: 50 g/m^2 to 110 g/m^2 AFR-19 Capacity: 35 g/m^2 to 128 g/m^2 • Double-sided documents AFR-19 Capacity: 50 g/m^2 to 128 g/m^2 • Documents of mixed sizes AF-12 Capacity: 60 g/m^2 to 90 g/m^2 AFR-19 Capacity: 50 g/m^2 to 128 g/m^2	AF-12 A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C AFR-19 A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, B6 L Document width: 90 mm to 297 mm Document length: 210 mm to 432 mm • With mixed documents widths AF-12 A3 L and A4 C B4 L and B5 C A4 L and A5 C AFR-19 Refer to the table below.
Original Glass	Sheet documents, books, and large objects Maximum weight: 3 kg	A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C Document width: Up to 297 mm Document length: Up to 432 mm

Mixed Width Document Sizes (AFR-19)

Maximum Document Width		297 mm		257 mm		210 mm		182 mm	148 mm
Mixed Width Document Detection		A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
297 mm	A3 L	○	○	—	—	—	—	—	—
	A4 C	○	○	—	—	—	—	—	—
257 mm	B4 L	○	○	○	○	—	—	—	—
	B5 C	○	○	○	○	—	—	—	—
210 mm	A4 L	○	○	○	○	○	○	—	—
	A5 C	○	○	○	○	○	○	—	—
182 mm	B5 L	—	—	○	○	○	○	○	—
148 mm	A5 L	—	—	—	—	—	—	○	○

○: Copying possible

—: Copying not possible

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Precautions Concerning the Documents

The following types of documents should not be loaded into the Duplexing Document Feeder, otherwise paper misfeeds or damage to the document may occur. Instead, these types of documents should be positioned on the original glass.

Documents on special paper

- Folded documents (folded in half or fanned)
- Highly translucent or transparent documents, such as diazo photosensitive paper
- Documents with binder holes
- Documents with many binder holes, such as loose-leaf paper
- Coated documents, such as heat-sensitive or carbon-backed paper
- Inkjet printer paper
- Documents that have just been printed with this machine

Documents on paper that cannot be fed

- Curled documents
- Wrinkled or torn documents
- Overhead transparencies

If non-standard-sized paper is determined to be close to a standard size, copying with the “Auto Paper” or “Auto Size ”functions is possible.

Note

If a document of a non-standard size is positioned on the Original Glass, the Auto Paper and the Auto Size functions are not available.

After loading a document of a non-standard size, press the [Paper] key to select a paper size or press the [Zoom] key to select a zoom ratio.

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5.7 Specifying a Zoom Setting

By specifying a zoom ratio, the copy can be enlarged or reduced.

Zoom Settings

"Zoom" setting	Description
Full size	Copies are made at the same size as the document (× 1.00).
"AUTO" zoom ratio	The most appropriate zoom ratio is automatically selected based on the size of the document loaded and the specified paper size.
Preset zoom ratios	The following common zoom ratios for copying from various standard document sizes to standard paper sizes are available. × 0.50 × 0.70 (A3 ▶ A4 and B4 ▶ B5) × 0.81 (B4 ▶ A4 and B5 ▶ A5) × 1.15 (B4 ▶ A3 and B5 ▶ A4) × 1.41 (A4 ▶ A3 and B5 ▶ B4) × 2.00
Zoom ratios selected using the ▼ and ▲ Zoom keys	Using the ▼ and ▲ keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. A zoom ratio between × 0.50 and × 2.00 can be set.
"X/Y Zoom" function	Copies can be made using different scaling proportions for the vertical and horizontal directions. Using the ▼ and ▲ keys, the zoom ratio can be adjusted (increased or reduced) in 0.01 increments. The vertical and horizontal zoom ratios can be set between × 0.50 and × 1.00.

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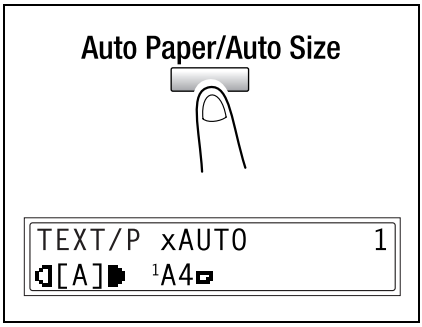
To make copies using the "AUTO" zoom setting

1 Load the document to be copied.

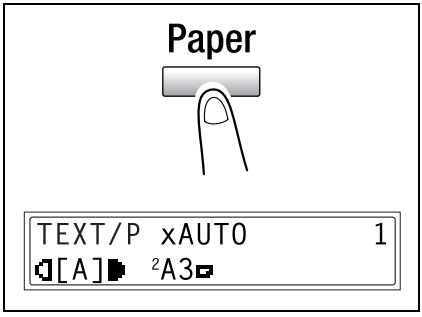
- ❍ Refer to *"Loading the Document" on page 3-9*.

2 Press the [Auto Paper/Auto Size] key until the Auto Size function is selected.

- ❍ Check that "AUTO" appears in the top line of the screen.



3 Press the [Paper] key, and then select the desired paper size.



4 If necessary, specify any other copy settings.

- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

5 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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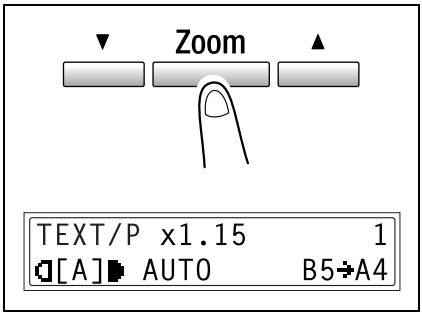
To make copies using a fixed zoom setting

1 Load the document to be copied.

- ❍ Refer to *"Loading the Document" on page 3-9*.

2 Press the [Zoom] key, and then select the desired zoom ratio.

- ❍ Each press of the [Zoom] key changes the zoom ratio as shown below.
  ×1.15 → ×1.41 → ×2.00 → × 0.50 → × 0.70 → × 0.81 → × 1.00. . .



3 If necessary, specify any other copy settings.

- ❍ Paper (p. 5-22)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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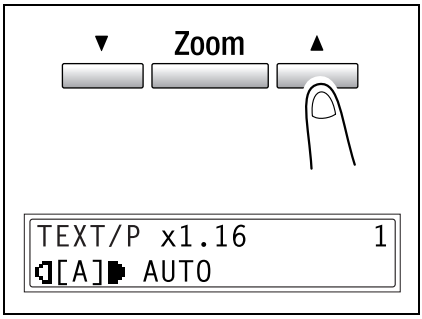
To make copies using a specific zoom setting

1 Load the document to be copied.

- Refer to *"Loading the Document" on page 3-9*.

2 Press the [Zoom] key, and then use the ▼ and ▲ keys to specify the desired zoom ratio.

- The zoom ratio is set in 0.01 increments.



3 If necessary, specify any other copy settings.

- Paper (p. 5-22)
- Copy density (p. 5-36)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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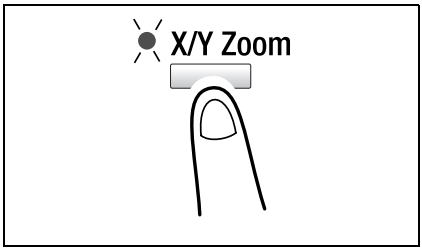
To make copies using the "X/Y Zoom" function

1 Load the document to be copied.

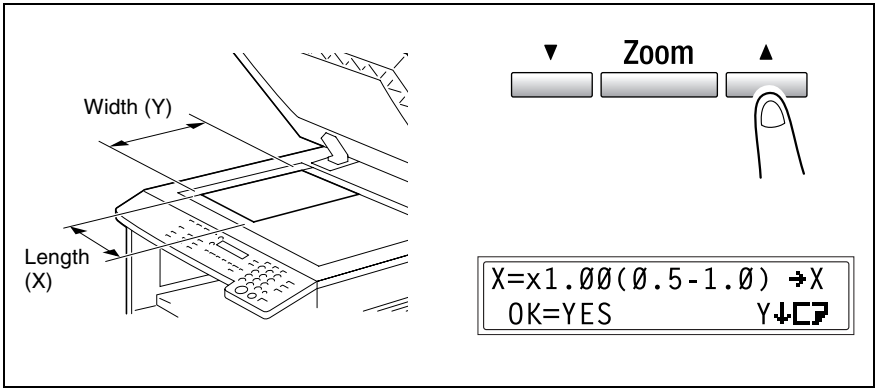
- Refer to *"Loading the Document" on page 3-9*.

2 Press the [X/Y Zoom] key until the "X/Y Zoom" indicator lights up.



3 Using the ▼ and ▲ keys, select the desired zoom ratio for the length (X), and then press the [Yes] key.

- The zoom ratio increases and decreases in 0.01 increments.
- Press the [Zoom] key, and then select the desired zoom ratio. Each press of the [Zoom] key changes the zoom ratio as shown below.
  × 0.50 → × 0.70 → × 0.81 → × 1.00 → × 0.50 . . .



Tip

Press the [No] key to return to the main screen. To correct the specified zoom ratio, press the [No] key, and then perform the operation again from step 2.

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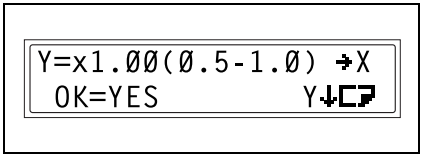
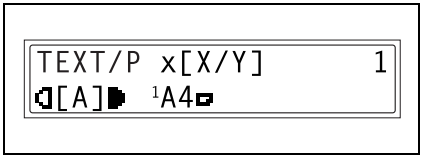
4 Using the ▼ and ▲ keys, select the desired zoom ratio for the width (Y), and then press the [Yes] key.



- ❍ The zoom ratio increases and decreases in 0.01 increments.
- ❍ Press the [Zoom] key, and then select the desired zoom ratio. Each press of the [Zoom] key changes the zoom ratio as shown below.
  × 0.50 → × 0.70 → × 0.81 → × 1.00 → × 0.50 . . .

Tip
Press the [No] key to return to the main screen. To correct the specified zoom ratio, press the [No] key, and then perform the operation again from step 2.

5 If necessary, specify any other copy settings.



- ❍ Paper (p. 5-22)
- ❍ Copy density (p. 5-36)
- ❍ Advanced Copy Operations (p. 6-1)

6 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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5.8 Specifying the Copy Density (“Auto/Photo” Function)

Document type and copy density settings

- “TEXT” setting:
  Select the “TEXT” setting when copying text documents. Select this setting to emphasize contours and reproduce text documents with sharpness.
  The automatic density level and 9 manual density levels are available.
  - ❍ “[A]” (automatic) density level:
    The density level is automatically adjusted according to the document being copied.
  - ❍ Manual density levels:
    Select a level between the lightest and darkest settings, depending on the document to be copied.
- “PHOTO” setting:
  Select this setting when copying documents containing many areas with halftones (intermediate colors), such as photographs.
  The “[A]” (automatic) density level cannot be selected if the “PHOTO” setting is selected.
- “TEXT/P” setting:
  Select the “TEXT/P” setting when copying documents containing both text and photos.
  The automatic density level and 9 manual density levels are available.
  - ❍ “[A]” (automatic) density level:
    The density level is automatically adjusted according to the document being copied.
  - ❍ Manual density levels:
    In order to prevent the image on the back of newspaper or magazine articles from appearing in the copy, press the ◖ ◄ key to select a lighter density level.
    In order to reproduce pale colors in bright areas of the image, press the ► ◗ key to select a darker density level.

Note

Selecting a density level that is too dark may cause the media color of the document to be reproduced, and selecting a level that is too light may produce a very faint copy. Therefore, select the appropriate level depending on the document.

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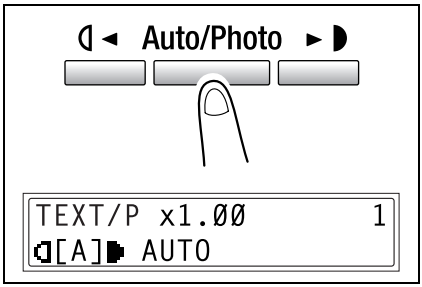
To make copies after specifying a copy density

1 Load the document to be copied.

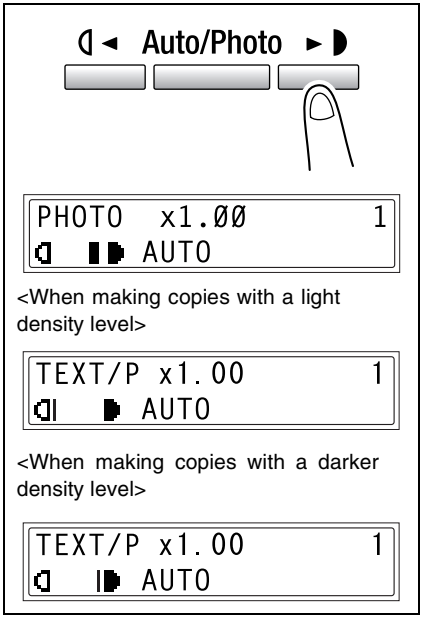
- Refer to *“Loading the Document” on page 3-9*.

2 Press the [Auto/Photo] key to select between the “TEXT/P[A]” (AUTO), “TEXT[A]” (AUTO), “PHOTO”, “TEXT/P”, or “TEXT” settings.

- The current setting appears on the left side of the screen.



3 If the “PHOTO”, “TEXT” or “TEXT/P” setting was selected, use the ◄ and ► keys to adjust the density level.



4 If necessary, specify any other copy settings.

- Paper (p. 5-22)
- Zoom (p. 5-30)
- Advanced Copy Operations (p. 6-1)

5 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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5.9 Interrupting Copy Jobs

Long continuous copy operations can quickly be paused by pressing the [Interrupt] key in order to copy a different document.

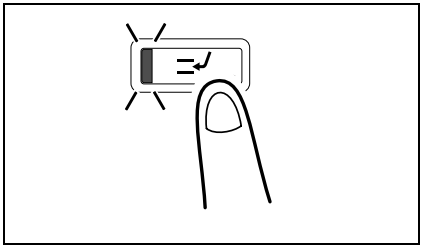
Note

Some functions cannot be interrupted. In addition, some functions are not available while a copy job is interrupted. For details, refer to "Function Combination Table" on page 10-9.

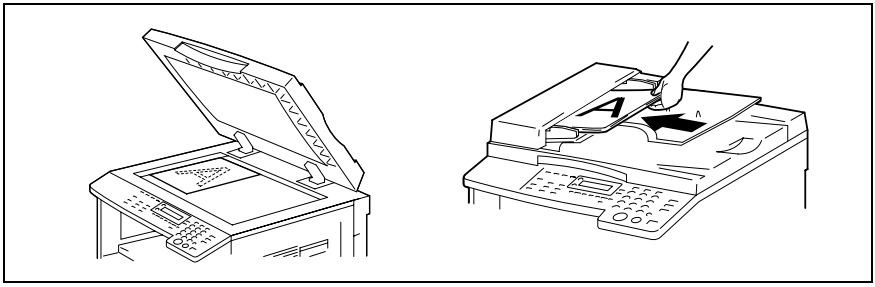
To interrupt a copy job

1 Press the [Interrupt] key. The Interrupt indicator lights up, and the current copy operation is paused.

- When the [Interrupt] key is pressed, all functions are reset to their defaults.



2 Remove the current document, and then load the other document that you wish to copy.



3 If necessary, specify any other copy settings.

- Paper (p. 5-22)
- Zoom (p. 5-30)
- Copy density (p. 5-36)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key to copy the other document.

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5 After the other document is copied, press the [Interrupt] key.

The Interrupt indicator goes off, and all copy functions return to their previous settings.

6 Reload the document that was removed in step 2.

7 Press the [Start] key.
The interrupted copy job continues.

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Advanced Copy Operations 6

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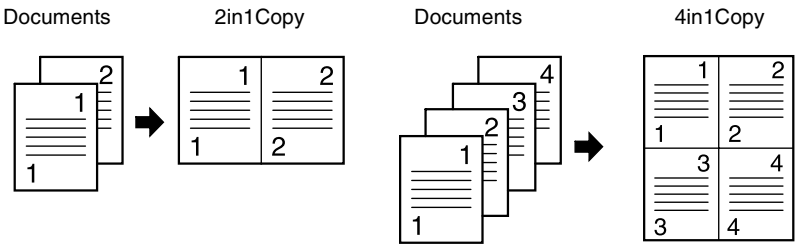
6.1 Single-Sided Copies

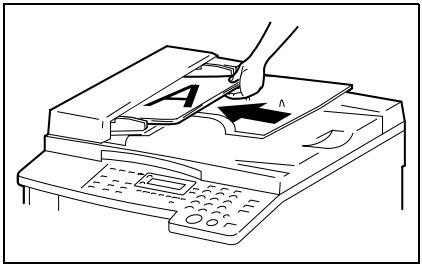
To make copies using the “2in1” (or “4in1”) copy function



Note
The optional Document Feeder must be installed.

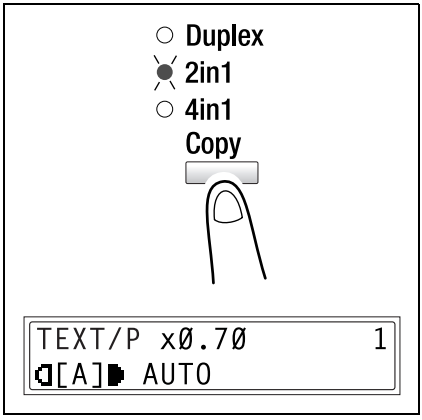
1 Load the document to be copied into the Document Feeder.

- Refer to *“Loading the Document” on page 3-9*.



2 Press the [Copy] key.

The “2in1” (or “4in1”) indicator lights up.



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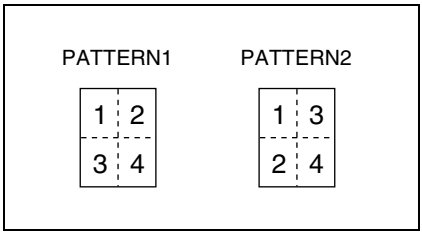
3 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

? *Do you know the copy order for the "4in1" copy function?*

➜ The copy order can be set to one of the two shown at the right. For details on changing the copy order, refer to *"To set the "4IN1 COPY ORDER" function" on page 7-53*.
The manufacturer's default setting is "PATTERN1".



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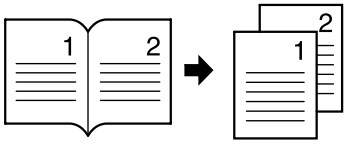
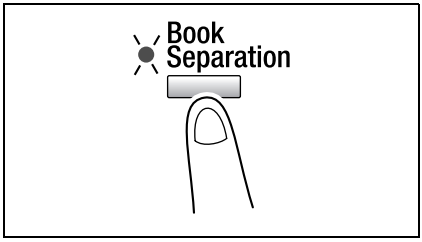
To make copies using the "Book Separation" function



1 Load the document to be copied.

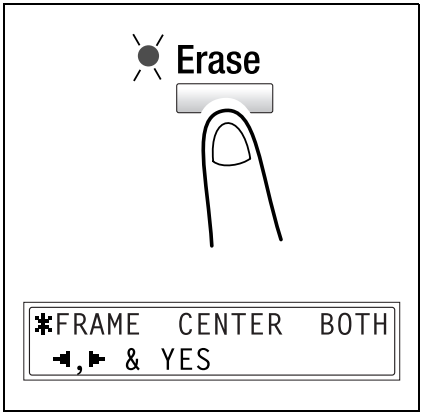
- ❍ Refer to *"Loading the Document" on page 3-9*.

2 Press the [Book Separation] key.
The "Book Separation" indicator lights up.



3 To erase around the text or along the binding, press the [Erase] key.

- ❍ To begin copying, continue with step 5.
- ? *Do you know how large an area is erased?*
- ➔ The width of the erased area for the "FRAME" setting can be set between 5 mm and 20 mm, in 1 mm increments. The manufacturer's default setting is 10 mm.
- ➔ The width of the erased area for the "CENTER" setting is fixed at 10 mm.



- ➔ The width of the erased area for the "FRAME" setting can be changed using the "ERASE SETTING" function in the Utility mode *("To specify the erased width ("ERASE SETTING" function)" on page 7-47).*

4 Press the [Yes] key.

The main screen appears.

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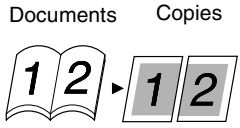
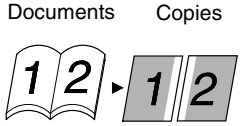
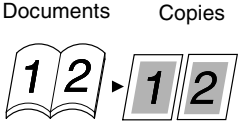
5 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

6 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

- ❍ The default binding setting is for left-bound books. To copy right-bound books, change the document type using the “BINDING POS.” function in the Utility mode (*“To set the “BINDING POS.” function” on page 7-45*).

There are three Erase settings available.

Erase setting	Explanation	Finishing
“FRAME” Erase setting	The pages are copied with a blank area framing the text.	
“CENTER” Erase setting	The pages are copied with a blank area along the binding.	
“BOTH” Erase setting	The pages are copied with blank areas framing the text and along the binding.	

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6.2 Double-Sided Copies

Double-sided copies in addition to 2in1 and 4in1 double-sided copies can be made from single-sided or double-sided documents.

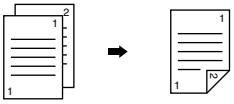
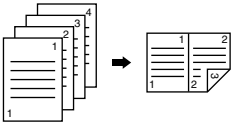
Note

The optional Duplex Unit must be installed. (Di2011 only)
The type of double-sided copy that can be made depends on the options that are installed.

When making 2in1 and 4in1 copies, use the Document Feeder.

When copying double-sided documents, use the Duplexing Document Feeder.

Types of double-sided copying

Double-sided copy methods	Indicator	Original Cover Kit OC-8	Automatic Document Feeder AF-12	Duplexing Document Feeder AFR-19
Single-sided documents → Double-sided copy 	● Duplex ○ 2in1 ○ 4in1	○	○	○
Double-sided document → Double-sided copy	● Duplex ○ 2in1 ○ 4in1	○	×	○
Single-sided documents → 2in1 double-sided copy 	● Duplex ● 2in1 ○ 4in1	×	○	○

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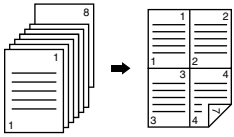
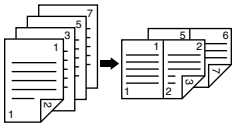
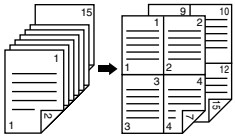
Double-sided copy methods	Indicator	Original Cover Kit OC-8	Automatic Document Feeder AF-12	Duplexing Document Feeder AFR-19
Single-sided documents → 4in1 double-sided copy 	● Duplex ○ 2in1 ● 4in1	×	○	○
Double-sided documents → 2in1 double-sided copy 	● Duplex ● 2in1 ○ 4in1	×	×	○
Double-sided documents → 4in1 double-sided copy 	● Duplex ○ 2in1 ● 4in1	×	×	○

Double-sided copying is not possible under the following conditions:

- Double-sided documents are loaded into the Automatic Document Feeder AF-12.
- The Manual Bypass is selected.
- Special paper (cards, OHP transparencies, envelopes, or label sheets) is loaded.
- The “PAPER TYPE” function is set to “1-SIDE”.
- Paper with a width less than 140 mm is selected.

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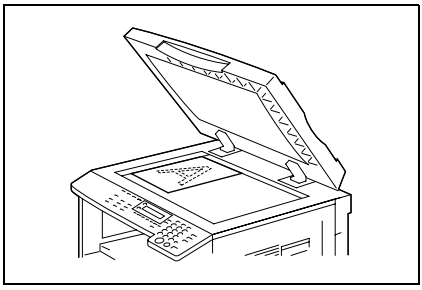
To make double-sided copies using the Original Glass

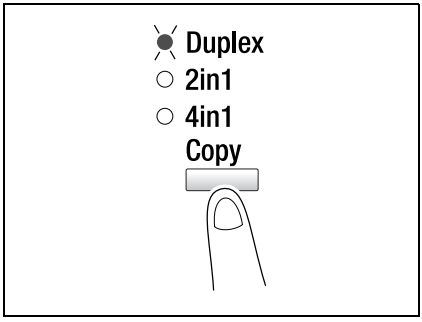
1 Position the document(s) to be copied.
Refer to *"Loading the Document" on page 3-9*.

- For details on loading the documents into the Document Feeder, refer to *"To make double-sided copies using the Document Feeder" on page 6-9*.



2 Press the [Copy] key.

The "Duplex" indicator lights up.



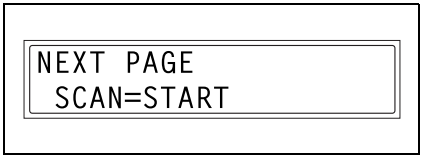
3 If necessary, specify any other copy setting.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies.

5 Position the first document page, and then press the [Start] key.

After the document page is scanned, the message "NEXT PAGE SCAN=START" appears.



6 Position the second document page, and then press the [Start] key.

After the document page is scanned, a double-sided copy is printed.

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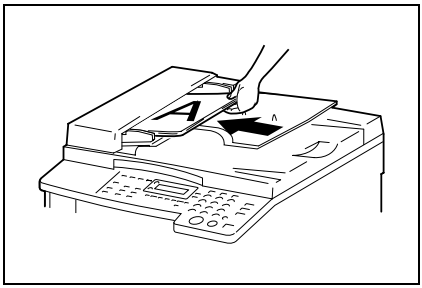
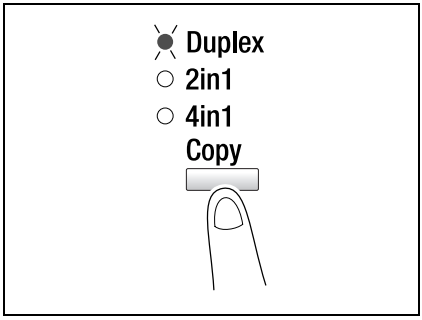
To make double-sided copies using the Document Feeder

1 Position the document(s) to be copied.
Refer to *"Loading the Document" on page 3-9*.



2 Press the [Copy] key.

The desired double-sided copy function is selected.



3 If necessary, specify any other copy setting.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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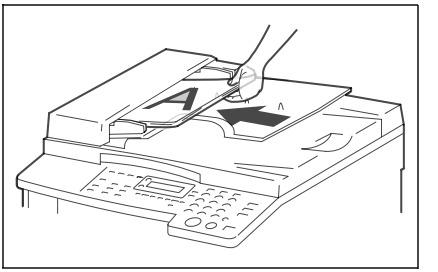
Specifying Finishing

To make copies using a Finishing function

1 Load the document to be copied into the Document Feeder.

❍ Refer to *"Loading the Document" on page 3-9*.

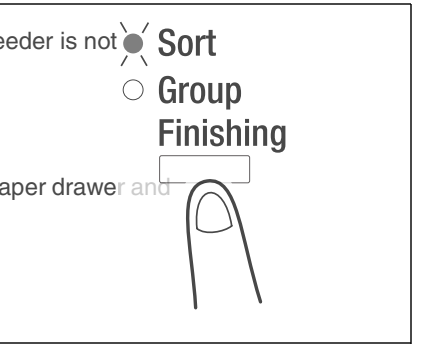


2 Press the [Finishing] key.

The indicator for the desired Finishing function lights up.

? *Are neither the "Sort" nor the "Group" indicators lit?*

Selected.

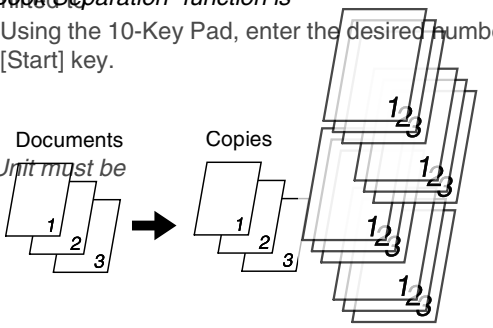


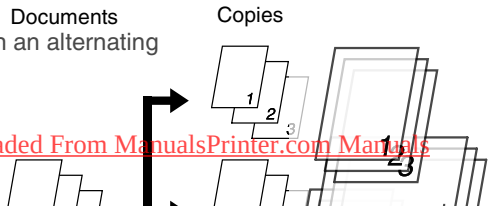
3 Unnecessary; specify any other copy settings.

❍ Before Making Copies (p. 5-1)

❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.





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Shift Grouping

Each page set is fed out shifted to alternating sides.

Note
The optional Shifting Unit must be installed.

ishing Copies (“Sort” and “Group” functions)

roup” function:
e copies are automatically divided
o stacks containing all copies of the
me page.

Crisscross Grouping

Each page set is fed out in an alternating crisscross pattern.

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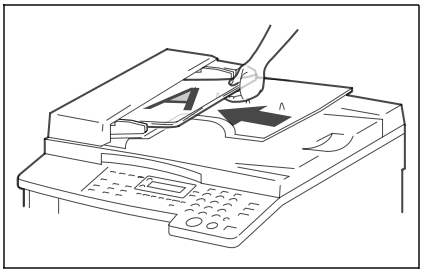
Specifying Finishing

To make copies using a Finishing function

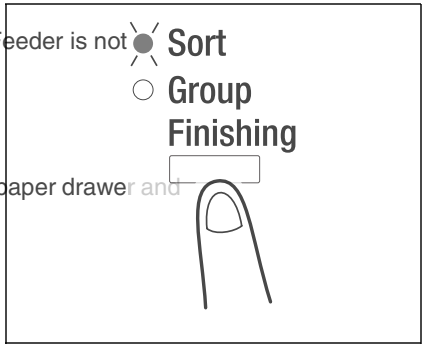
1 Load the document to be copied into the Document Feeder.

- Refer to "*Loading the Document*" *on page 3-9*.



2 Press the [Finishing] key.

The indicator for the desired Finishing function lights up.



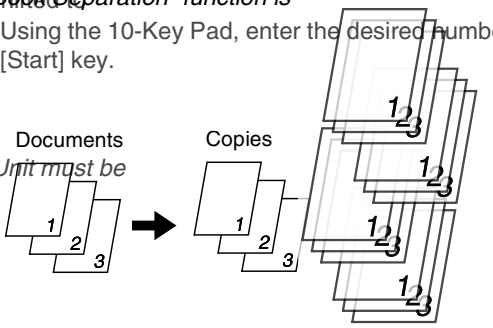
? *Are neither the "Sort" nor the "Group" indicators lit?*

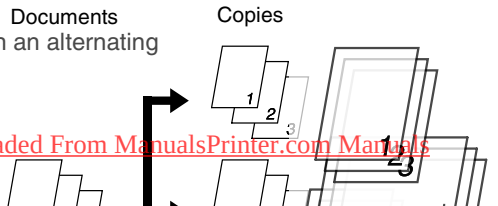
Selected.

3 Unnecessary; specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.





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Shift Grouping

Each page set is fed out shifted to alternating sides.

Note

The optional Shifting Unit must be installed.

ishing Copies (“Sort” and “Group” functions)

roup” function:

e copies are automatically divided
o stacks containing all copies of the
me page.

Crisscross Grouping

Each page set is fed out in an alternating crisscross pattern.

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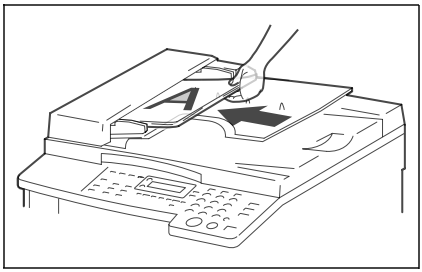
Specifying Finishing

To make copies using a Finishing function

1 Load the document to be copied into the Document Feeder.



❍ Refer to *"Loading the Document" on page 3-9*.

ng the "Sort" and "Group" Functions

sorting

er of copies is set to 2 or more.

S separation" function is selected if the Document Feeder is not

crisscross sorting.

aper is used.

inishing Copies ("Sort" and "Group" functions)

e same size and type is loaded horizontally in one paper drawer and another drawer.

"Sort" and "Group" functions is selected.

d Orig." function must not be selected.

s placed in the Document Feeder is installed.

SS MODE" function in the Utility mode is set to "ON". (p. 7-54)

Shifting Unit is installed.

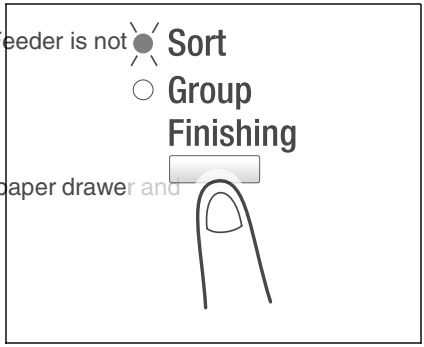
er is not installed, the "Sort" and "Group" out Finisher or

ifting Unit must be

the "Book Separation" function is

2 Press the [Finishing] key.

The indicator for the desired Finishing function lights up.



? *Are neither the "Sort" nor the "Group" indicators lit?*

Selected.

Sort and Group" functions)

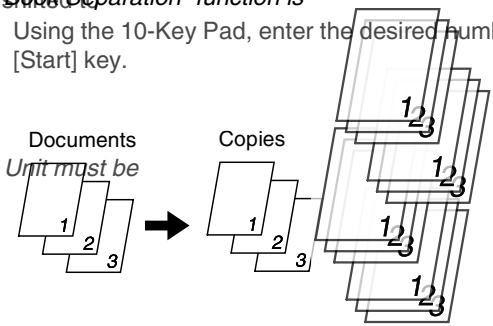
f a document, the copies can be divided ge (sorted) or by pages (grouped).

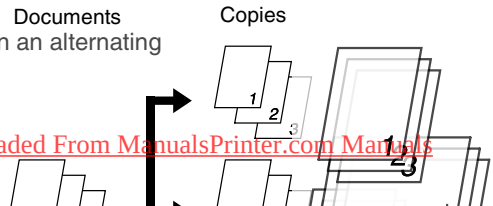
3 Unless necessary, specify any other copy settings.

❍ Before Making Copies (p. 5-1)

❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.





ia fed out in an alternating tern.

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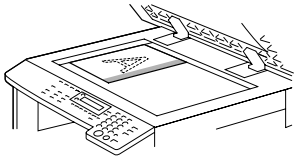
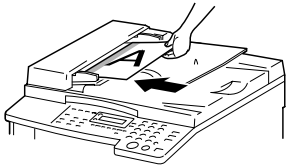
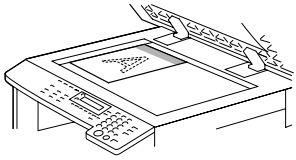
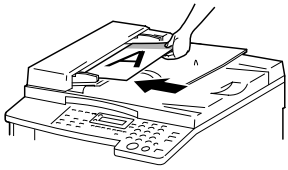
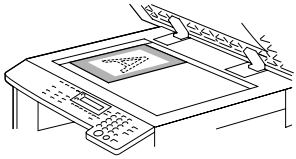
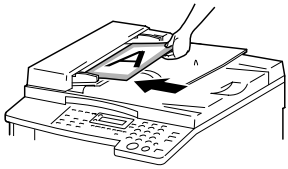
6.4 Erasing Sections of Copies

Areas such as the unclean-looking frames around copies can be erased.

Precautions on the Erased Margin Location

The location of the erased area in the copy depends on how the document is positioned.

Erase setting	Original Glass	Document Feeder
LEFT		
UPPER		
FRAME		

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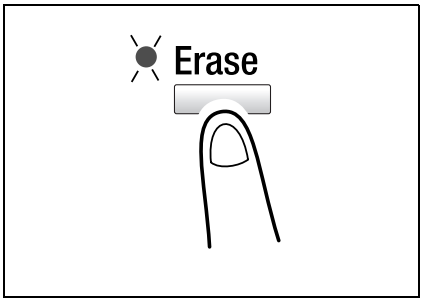
To make copies using an Erase setting

1 Load the document to be copied.

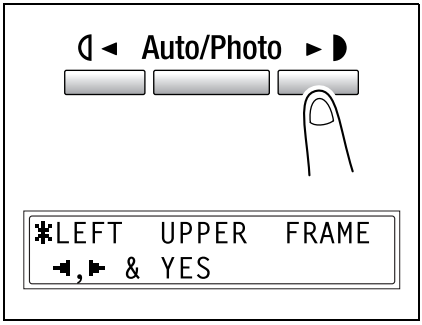
- ❍ Refer to *"Loading the Document" on page 3-9*.

2 Press the [Erase] key.

The "Erase" indicator lights up.



3 Using the ◖◄ and ►◗ keys, select "LEFT", "UPPER" or "FRAME" to specify the area that will be erased.



? *Do you know how large an area is erased?*

→ The width of the erased area for the "LEFT", "UPPER" and "FRAME" settings can be set between 5 mm and 20 mm, in 1 mm increments. The manufacturer's default setting is 10 mm.

→ The width of the erased area for the "LEFT", "UPPER" and "FRAME" settings can be changed using the "ERASE SETTING" function in the Utility mode (*"To specify the erased width ("ERASE SETTING" function)" on page 7-47*).

4 Press the [Yes] key.

The main screen appears.

5 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

6 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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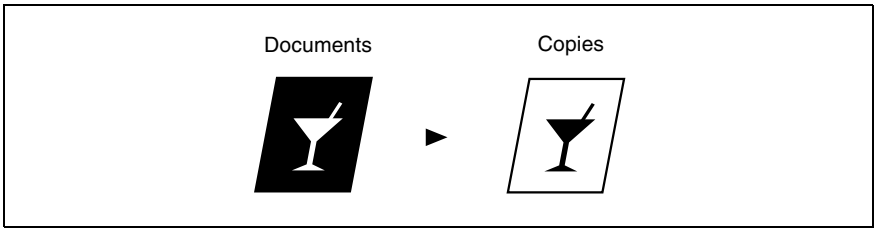
6.5 Negative/Positive Inverted Copying

Copies can be made with the light-colored areas of the document (media) and the dark-colored areas of the document (text) inverted.



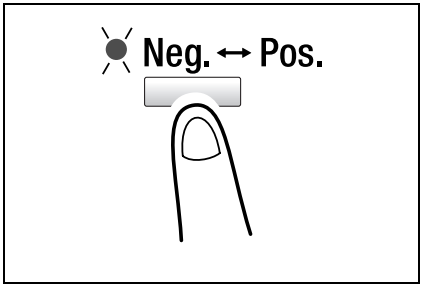
To make copies using the negative/positive inverted copy function

1 Load the document to be copied.

- Refer to *"Loading the Document" on page 3-9*.

2 Press the [Neg.↔Pos.] key.

The "Neg.↔Pos." indicator lights up.



3 If necessary, specify any other copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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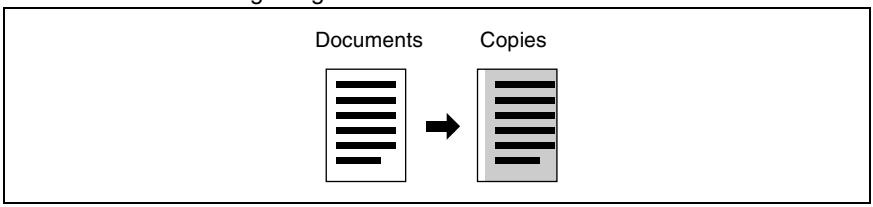
6.6 Making Copies for Filing (“File Margin” function)

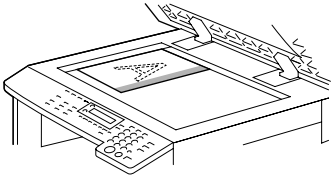
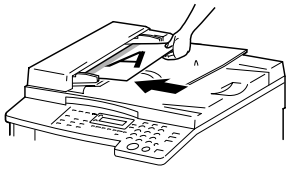
So that copies can easily be stored in filing binders, copies can be made with a file margin.

Left-side binding:
Copies are printed with the contents of the document slightly shifted to the right in order to create a binding margin at the left.



Precautions on the Binding Margin Location

The location of the binding margin area in the copy depends on how the document is positioned.

Original Glass	Document Feeder
	

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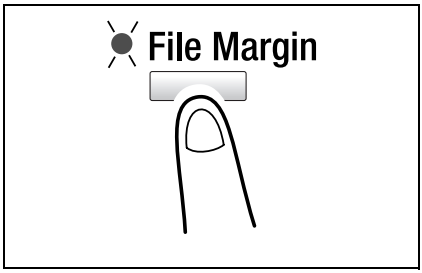
To make copies using the “File Margin” function

1 Load the document to be copied.

- ❍ Refer to *“Loading the Document” on page 3-9*.

2 Press the [File Margin] key.



The “File Margin” indicator lights up.

? *Do you know how large a binding margin is created?*

➜ The width for the binding can be set between 0 mm and 20 mm, in 1 mm increments. The manufacturer’s default setting is 10 mm.

➜ The width of the binding margin can be changed using the “MARGIN SETTING” function in the Utility mode (*“To set the “BINDING POS.” function” on page 7-45*).

3 If necessary, specify any other copy settings.

- ❍ Before Making Copies (p. 5-1)
- ❍ Advanced Copy Operations (p. 6-1)

4 Using the 10-Key Pad, enter the desired number of copies, and then press the [Start] key.

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6.7 Programmed Copy Jobs

Store up to two of the more frequently used copy setting programs for immediate recall when necessary.

Note

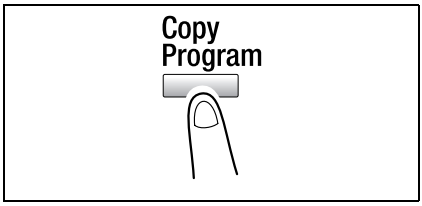
Copy programs cannot be stored while the machine is warming up or while a copy job is paused (Interrupt mode).

To store a copy program

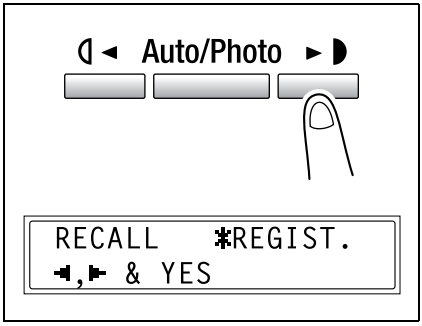
1 Select the copy settings to be stored as the copy program.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

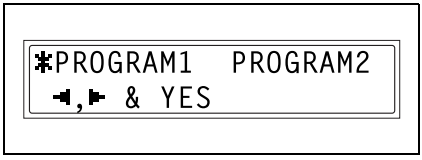
2 Press the [Copy Program] key.



3 Using the ◄ and ► keys, select "REGIST.", and then press the [Yes] key.



4 Using the ◄ and ► keys, select the program number where you wish to store the copy program, and then press the [Yes] key.



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Note

If two copy programs have already been stored, the copy settings previously stored under the selected program number are deleted and replaced with the new ones.

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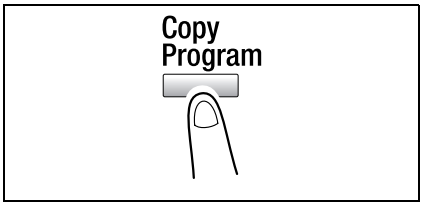
To recall a copy program

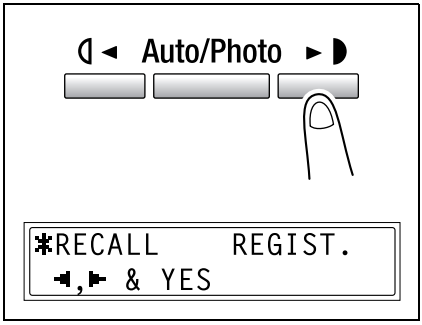
1 Load the document to be copied.

- Refer to *"Loading the Document" on page 3-9*.

2 Press the [Copy Program] key.

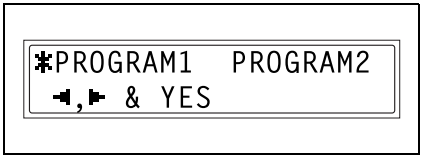


3 Using the ◄ and ► keys, select "RECALL", and then press the [Yes] key.



4 Using the ◄ and ► keys, select the program number of the copy program that you wish to recall, and then press the [Yes] key.

5 Press the [Start] key.



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6.8 Access Numbers

If access number have been specified, use of the machine can be limited to a specific user and the number of copies for each user can be controlled. As an example, the following procedure describes how to enter the access number in order to make copies.

Note

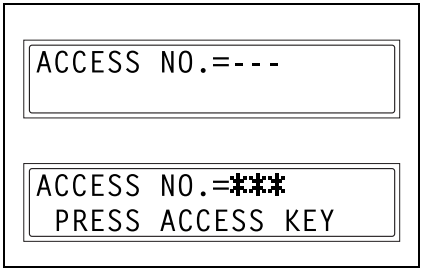
If access numbers have been specified, the machine cannot be used unless the access number is entered first.

In order to use this function, the access numbers must be specified with the "COPY TRACK" function from the "ADMIN. MANAGEMENT" menu ("To turn on/off user (section) management" on page 7-30).

To enter an access number

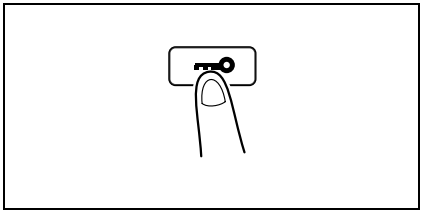
1 Using the 10-Key Pad, enter the 3-digit account (section) access number.

- If you wish to correct the entered access number, press the [No] key, and then enter the correct number.



2 Press the [Access] key.

The Copy mode screen appears and copying can be started.



3 Position the document(s) to be copied, and then select the desired copy settings.

- Before Making Copies (p. 5-1)
- Advanced Copy Operations (p. 6-1)

4 Press the [Start] key.

5 When you are finished making copies, press the [Access] key.

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Utility Mode – Copy Functions 7

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This chapter describes the various Utility mode functions that can be used to set copy-related functions.

Note

Depending on the options installed, some functions may not be available. If an unavailable functions is selected, an error message appears.

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7.1 Utility Menu Commands

Manufacturer's default settings appear in bold.

Menu	Function	Settings
1 MACHINE SETTING	AUTO PANEL RESET	**ON** (0.5/1/2/3/4/5, Default: **1**)/OFF
	ENERGY SAVE MODE	TIMER=1-240 min. (Default: **15**)
	AUTO SHUT OFF	ON (TIMER=15-240 min.)/**OFF**
	DENSITY (ADF)	**MODE1**/MODE2
	DENSITY (BOOK)	**MODE1**/MODE2
	PRINT DENSITY	LIGHT to DARK (5 levels)
	LCD CONTRAST	LIGHT to DARK (4 levels)
	LANGUAGE	Default: **ENGLISH**
2 PAPER SOURCE	INCH/METRIC	(For each paper tray) INCH/**METRIC**
	TRAY1 PAPER	**PLAIN**/OHP/CARD/ENVELOPE **AUTO**/CUSTOM
	PAPER TYPE	**PLAIN**/RECYCLE/SPECIAL/1-SIDE*
3 USER MANAGEMENT	DRUM DEHUMIDIFY	—
	TONER REPLENISHER	—
4 ADMIN. MANAGEMENT	AUTO SHUT OFF	DISABLE/**ENABLE**
	COPY TRACK	COPY TRACK MODE (**ON**/OFF) ACCESS NO. REG. COPY TRACK DATA (**DISPLAY**/ CLEAR)
5 COPY SETTING 1	PAPER PRIORITY	**1ST**/2ND/3RD**/4TH**/5TH**/ MULTI BYPASS
	DENSITY PRIORITY	TEXT/PHOTO/**TEXT/P**
	DENSITY LEVEL(A)	LIGHT to DARK (3 levels)
	DENSITY LEVEL(M)	LIGHT to DARK (9 levels)
	BINDING POS.	**LEFT**/RIGHT
	MARGIN SETTING	WIDTH=0-20 (mm) (Default:10)
	ERASE SETTING	**LEFT**/UPPER/FRAME (WIDTH=5 -20 (mm)) (Default:10)
	SMALL ORIGINAL	DISABLE/**ENABLE**

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Menu	Function	Settings
6 COPY SETTING 2	MIXED ORIGINAL	ON/**OFF**
	COPY PRIORITY	**AP**/AS/MANUAL
	OUTPUT PRIORITY	**NON**/SORT/GROUP
	4IN1 COPY ORDER	**PATTERN1**/PATTERN2
	CRISSCROSS MODE	**ON**/OFF
	DUPLEX COPY	ON/**OFF**

* "1-SIDE" is displayed only when the machine is equipped with the duplex unit.

** Only with Di2011

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7.2 Specifying Machine Settings (“MACHINE SETTING” Menu)

From the “MACHINE SETTING” menu, the following machine settings can be changed.

“MACHINE SETTING” menu:

No.	MACHINE SETTING	Description
1	AUTO PANEL RESET	This function can be used to set the length of time until the auto panel reset operation is performed after copying or the last operation is finished. When the auto panel reset operation is performed, the main screen is automatically displayed. • The manufacturer’s default setting is 1 min.
2	ENERGY SAVE MODE	This function can be used to set the length of time that the machine is idle before it enters Energy Saver mode. • The manufacturer’s default setting is 15 min.
3	AUTO SHUT OFF	This function can be used to set the length of time until the machine automatically turns off after the last operation is finished. • The manufacturer’s default setting is “OFF”.
4	DENSITY (ADF)	This function is used to specify the density level when the optional Document Feeder is used. Mode 1: For printing lighter copies of dark documents to avoid darkening of copies. Mode 2: For printing copies with same density as documents. • The manufacturer’s default setting is “MODE1”.
5	DENSITY (BOOK)	This function is used to specify the density level when a document is placed on the Original Glass and copied. Mode 1: For printing copies with same density as documents. Mode 2: For printing lighter copies of dark documents to avoid darkening of copies. • The manufacturer’s default setting is “MODE1”.
6	PRINT DENSITY	The print density can be set to one of five settings. • The manufacturer’s default setting is ◁□□■□□▷ .
7	LCD CONTRAST	This function can be used to adjust the contrast of the Control Panel display. • The manufacturer’s default setting is ◁□■□□▷ .
8	LANGUAGE	This function can be used to set the language of the display and the printed reports.

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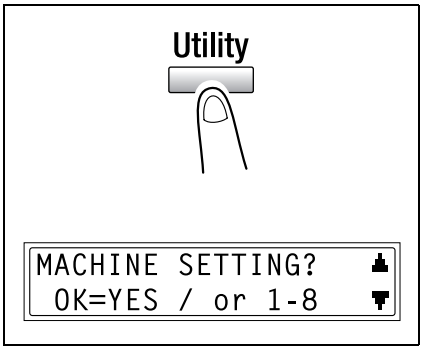
To select the “MACHINE SETTING” menu

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



2 From the 10-Key Pad, press the key for the “MACHINE SETTING” function that you wish to set.

- The “MACHINE SETTING” functions are as follows:
  1 AUTO PANEL RESET
  2 ENERGY SAVE MODE
  3 AUTO SHUT OFF
  4 DENSITY (ADF)
  5 DENSITY (BOOK)
  6 PRINT DENSITY
  7 LCD CONTRAST
  8 LANGUAGE

Tip

If, at any time, you wish to quit setting a “MACHINE SETTING” function, press the [No] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.

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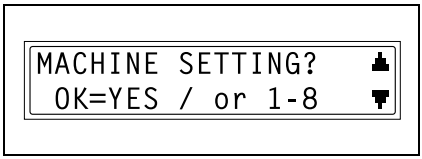
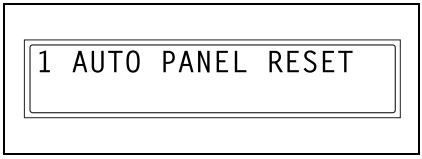
To set the “AUTO PANEL RESET” function

1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

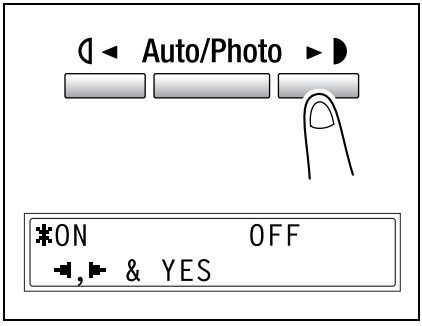


2 Press the [1] key from the 10-Key Pad to select “AUTO PANEL RESET”.



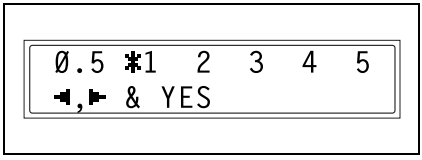
3 Using the ◖◄ and ►◗ keys, select either “ON” or “OFF”, and then press the [Yes] key.

❍ If “OFF” was selected, the “MACHINE SETTING” menu appears again.



4 Using the ◖◄ and ►◗ keys, select “0.5”, “1”, “2”, “3”, “4” or “5”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



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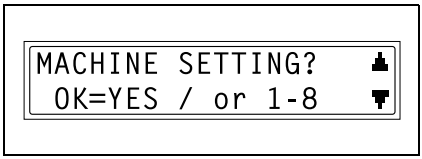
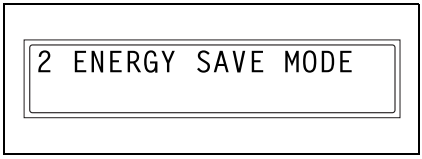
To set the “ENERGY SAVE MODE” (preheat mode) function

1 Select the “MACHINE SETTING” menu.

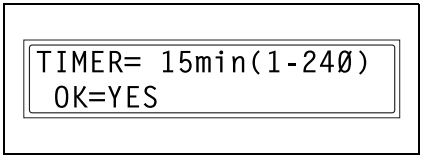
❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



2 Press the [2] key from the 10-Key Pad to select “ENERGY SAVE MODE”.



3 Using the 10-Key Pad, specify the length of time the machine is idle before it enters Energy Save mode, and then press the [Yes] key.



❍ The timer can be set between 1 min and 240 min.

❍ If you wish to correct the setting, press the [No] key, and then enter the new number.

The “MACHINE SETTING” menu appears again.

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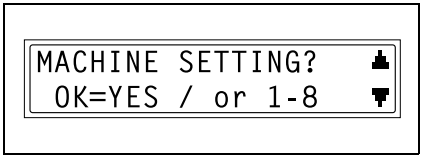
To set the “AUTO SHUT OFF” function

Precautions for setting the “AUTO SHUT OFF” function:

✔ Whether or not auto shut-off is possible depends on the “AUTO SHUT OFF” function in the “ADMIN. MANAGEMENT” menu.

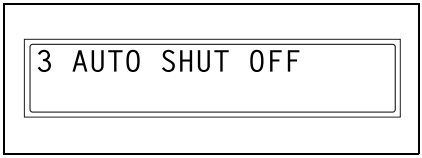
1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

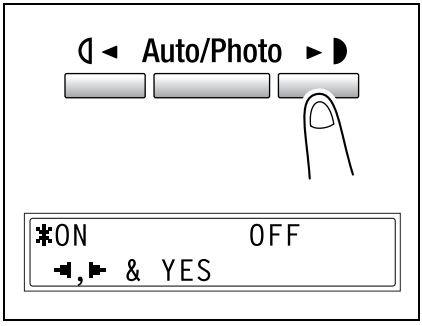


2 Press the [3] key from the 10-Key Pad to select “AUTO SHUT OFF”.

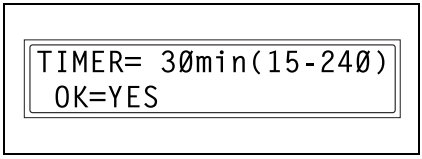
❍ If the “AUTO SHUT OFF” function in the “ADMIN. MANAGEMENT” menu is set to “DISABLE”, skip to step 4.



3 Using the ◖◄ and ►◗ keys, select “ON”, and then press the [Yes] key.



4 Using the 10-Key Pad, specify the length of time until the machine automatically turns off, and then press the [Yes] key.



❍ The timer can be set between 15 min and 240 min.

❍ If you wish to correct the setting, press the [No] key, and then enter the new number.

The “MACHINE SETTING” menu appears again.

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Note

If the Auto Shut Off function is performed and the machine is turned off, it will no longer be possible to make copies or print from a computer.
To make copies or print from a computer, turn on the machine.

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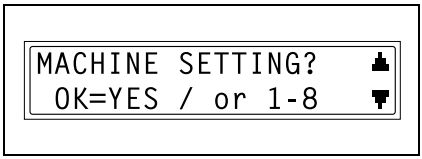
To specify the scanning image quality (“DENSITY(ADF)” function)

1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

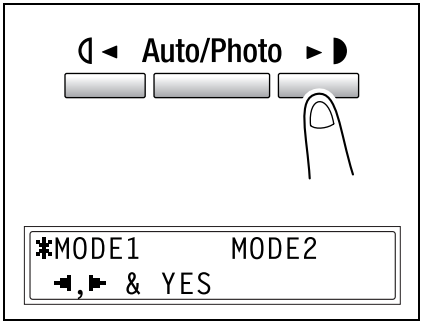


2 Press the [4] key from the 10-Key Pad to select “DENSITY(ADF)”.

Note
*If the Document Feeder is not installed, “*NOT AVAILABLE*” appears.*

3 Using the ◖◄ and ►◗ keys, select either “MODE1” or “MODE2”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



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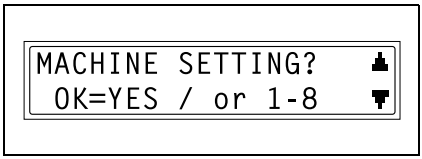
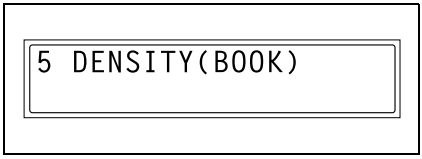
To specify the scanning image quality (“DENSITY(BOOK)” function)

1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

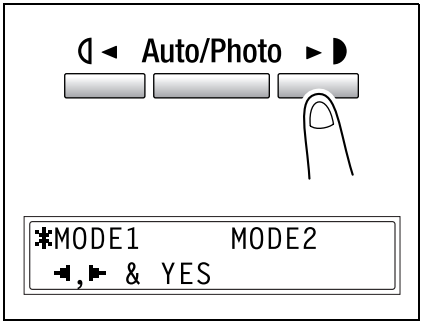


2 Press the [5] key from the 10-Key Pad to select “DENSITY(BOOK)”.



3 Using the ◖◄ and ►◗ keys, select either “MODE1” or “MODE2”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



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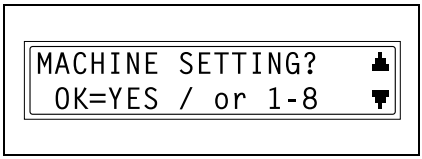
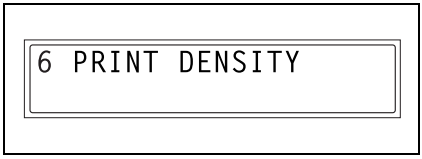
To specify the printing density (“PRINT DENSITY” function)

1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

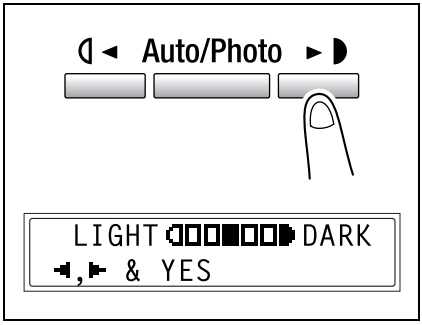


2 Press the [6] key from the 10-Key Pad to select “PRINT DENSITY”.



3 Using the ◄ and ► keys, select one of the five settings between “LIGHT” and “DARK”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



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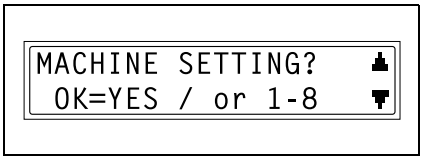
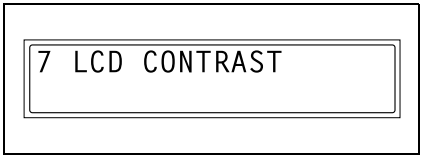
To set the “LCD CONTRAST” function

1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

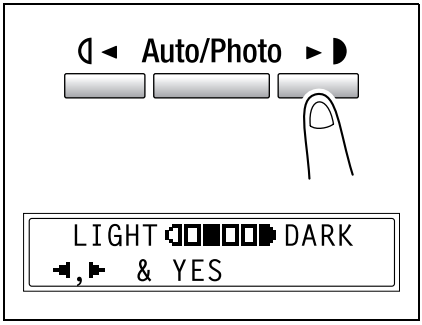


2 Press the [7] key from the 10-Key Pad to select “LCD CONTRAST”.



3 Using the ◖◄ and ►◗ keys, select one of the four settings between “LIGHT” and “DARK”, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



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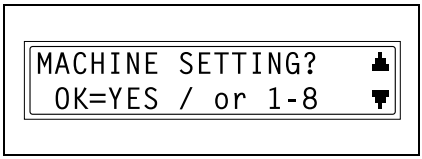
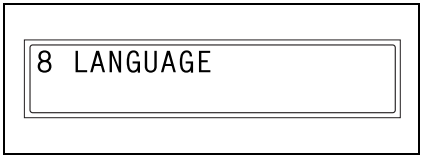
To set the “LANGUAGE” function

1 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.

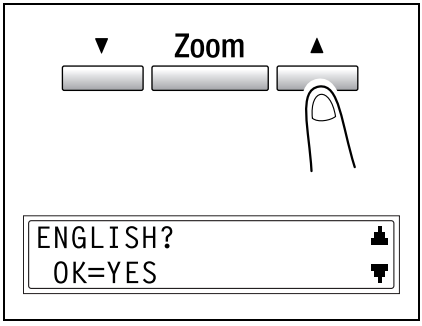


2 Press the [8] key from the 10-Key Pad to select “LANGUAGE”.



3 Using the ▼ and ▲ keys, select the desired language, and then press the [Yes] key.

The “MACHINE SETTING” menu appears again.



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7.3 Setting Up the Paper Sources (“PAPER SOURCE SETUP” Menu)

From the “PAPER SOURCE SETUP” menu, the various settings for the paper trays can be changed.

“PAPER SOURCE SETUP” menu:

No.	PAPER SOURCE SETUP	Description
1	INCH/METRIC	This function can be used to set the size measurement system for the paper loaded in each tray. It can be used to select whether paper measured in centimeters (“METRIC”), such as A4 and B5 sizes, or paper measured in inches (“INCH”), such as Letter size, is loaded. If no particular setting is selected, the paper size is detected automatically. • The manufacturer’s default setting is “METRIC”.
2	TRAY1 PAPER	This function can be used to set the type of paper (“PLAIN”, “OHP”, “CARD” or “ENVELOPE”) loaded into the 1st Tray, and the size of the paper (“AUTO” or “SIZE INPUT”). If the paper size is set to “SIZE INPUT”, type in the paper size. • The manufacturer’s default settings are “PLAIN” and “AUTO”.
3	PAPER TYPE	This function can be used to specify the type of paper loaded into a tray, which determines whether or not the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature. Select the paper type (“PLAIN”, “RECYCLE” or “SPECIAL”) to specify whether the paper is available with the Auto Paper function or the tray is available with the auto tray switching feature. If special paper is loaded into the tray, “PLAIN”, “RECYCLE”, “SPECIAL” or “1-SIDE” must be selected. “PLAIN”:The Auto Paper function can be selected, the auto tray switching feature is available, and double-sided copies can be made. “RECYCLE”:The Auto Paper function cannot be selected; however, the auto tray switching feature is available, and double-sided copies can be made. “SPECIAL”:The Auto Paper function cannot be selected, and the auto tray switching feature is not available; however, double-sided copies can be made. “1-SIDE”:The Auto Paper function can be selected and the auto tray switching feature is available only when making single-sided copies. In addition, double-sided copies can be made. • The manufacturer’s default setting is “PLAIN”.

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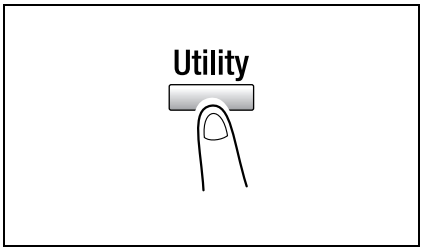
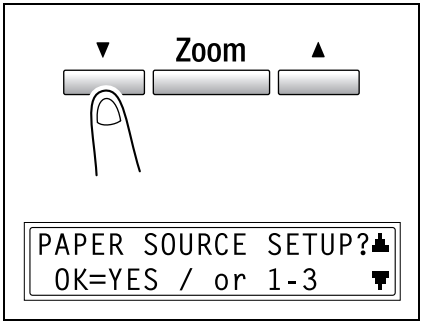
To select the “PAPER SOURCE SETUP” menu

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



2 Press the ▼ key once to select “PAPER SOURCE SETUP?”.



3 From the 10-Key Pad, press the key for the “PAPER SOURCE SETUP” function that you wish to set.

- The “PAPER SOURCE SETUP” functions are as follows:
  1 INCH/METRIC
  2 TRAY1 PAPER
  3 PAPER TYPE

...

Tip

If, at any time, you wish to quit setting a “PAPER SOURCE SETUP” function, press the [No] key. When the message “STOP SETTING?” appears, press the [Yes] key to quit.

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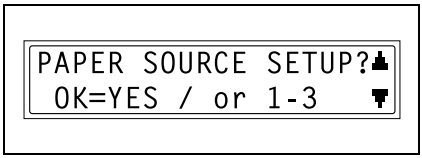
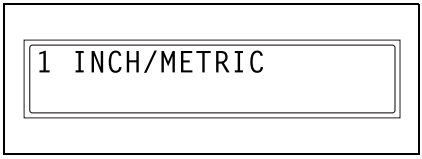
To specify the automatic paper size detection units (“INCH/METRIC” function)

1 Select the “PAPER SOURCE SETUP” menu.

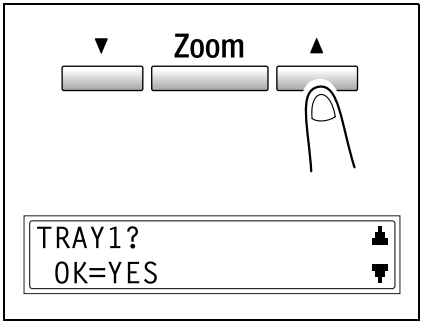
❍ Refer to *“To select the “PAPER SOURCE SETUP” menu” on page 7-17*.



2 Press the [1] key from the 10-Key Pad to select “INCH/METRIC”.

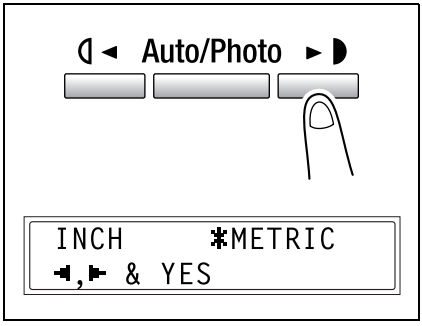


3 Using the ▼ and ▲ keys, select a paper tray, and then press the [Yes] key.



4 Using the ◖◄ and ►◗ keys, select either “METRIC” or “INCH”, and then press the [Yes] key.

The “PAPER SOURCE SETUP” menu appears again.



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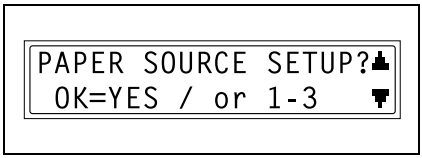
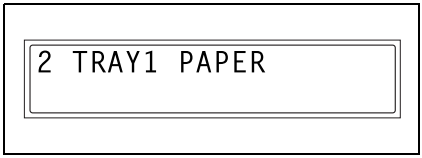
To specify the size of paper loaded into the 1st Tray (“TRAY1 PAPER” function)

1 Select the “PAPER SOURCE SETUP” menu.

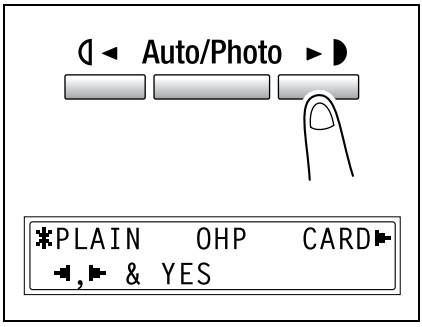
- Refer to *“To select the “PAPER SOURCE SETUP” menu” on page 7-17*.



2 Press the [2] key from the 10-Key Pad to select “TRAY1 PAPER”.

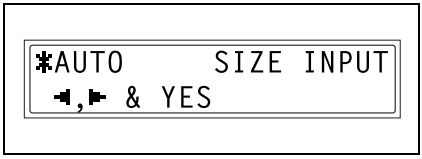


3 Using the ◄ and ► keys, select “PLAIN”, “OHP”, “CARD” or “ENVELOPE”, and then press the [Yes] key.



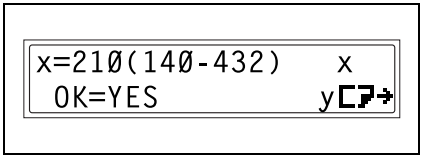
4 Using the ◄ and ► keys, select either “AUTO” or “SIZE INPUT”, and then press the [Yes] key.

- If “AUTO” was selected, the “PAPER SOURCE SETUP” menu appears again.
- If “SIZE INPUT” was selected, a screen appears, allowing you to specify the paper size.



5 Using the 10-Key Pad, enter the paper length (mm), and then press the [Yes] key.

- The paper length can be set between 140 mm and 432 mm.
- If you wish to correct the setting, press the [No] key, and then enter the new number.



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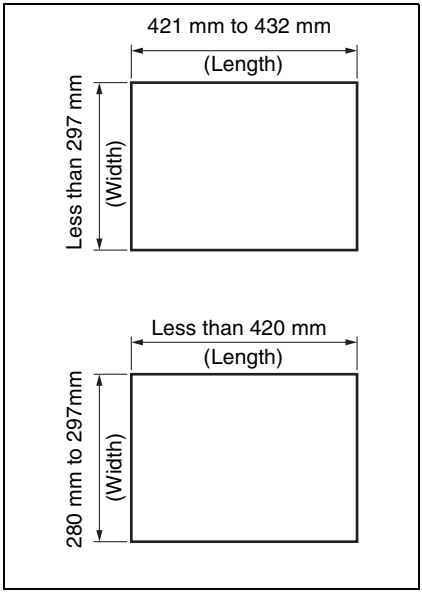
Note

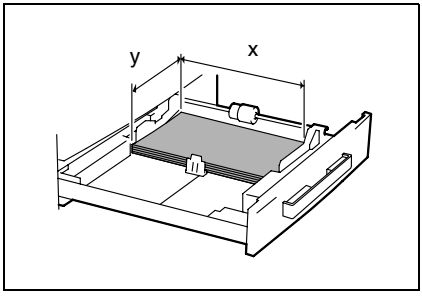
The paper length is set between 421 mm and 432 mm, the maximum width that can be set is 279 mm.

The paper width is set between 280 mm and 297 mm, the maximum length that can be set is 420 mm.



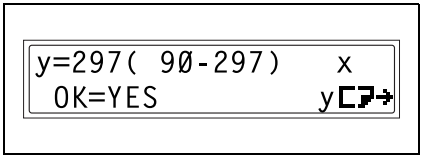
? *Have the necessary precautions been observed when entering the paper size?*

➜ Refer to the diagram at the right and be sure to specify the paper width and length measurements correctly.



6 Using the 10-Key Pad, enter the paper width (mm).

- ❍ The paper width can be set between 90 mm and 297 mm.
- ❍ If you wish to correct the setting, press the [No] key, and then enter the new number.



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7 Press the [Yes] key.

The “PAPER SOURCE SETUP” menu appears again.

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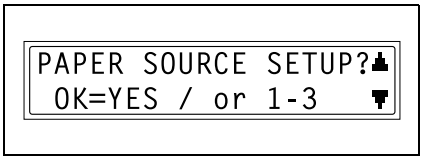
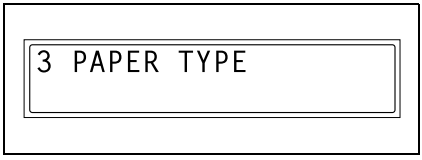
To set the “PAPER TYPE” function

1 Select the “PAPER SOURCE SETUP” menu.

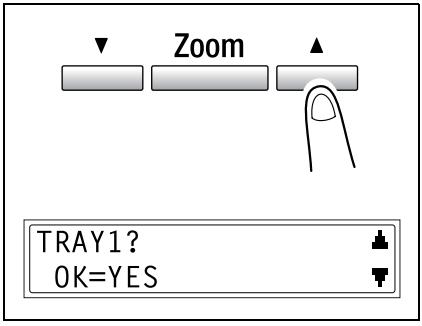
❍ Refer to *“To select the “PAPER SOURCE SETUP” menu” on page 7-17*.



2 Press the [3] key from the 10-Key Pad to select “PAPER TYPE”.

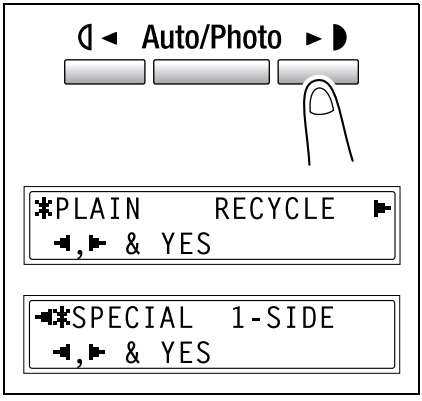


3 Using the ▼ and ▲ keys, select a paper tray, and then press the [Yes] key.



4 Using the ◖◄ and ►◗ keys, select either “PLAIN”, “RECYCLE” or “SPECIAL”, “1-SIDE” and then press the [Yes] key.

The “PAPER SOURCE SETUP” menu appears again.



Note

“1-SIDE” is displayed only when the machine is equipped with the Duplex Unit (option for the Di2011 only).

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7.4 Specifying User-Managed Service Tasks (“USER MANAGEMENT” Menu)

From the “USER MANAGEMENT” menu, certain service operations can be performed in order to maintain the machine’s efficiency.

“USER MANAGEMENT” menu:

No.	USER MANAGEMENT	Description
1	DRUM DEHUMIDIFY	When the room temperature changes drastically (such as when a heater is used in the winter) or when the machine is used in an extremely humid location, condensation may form on the surface of the PC drum inside the machine, resulting in decreased print quality. If this occurs, use this function to dry the drum and eliminate the condensation. The drum dehumidifying operation lasts three minutes.
2	TONER REPLENISHER	After many documents containing large printed areas (such as photos) or many negative/positive-inverted copies are printed, the print density may temporarily become too light if toner is not automatically replenished. If this occurs, use this function to force replenishing of the toner and immediately return the density to its normal level.

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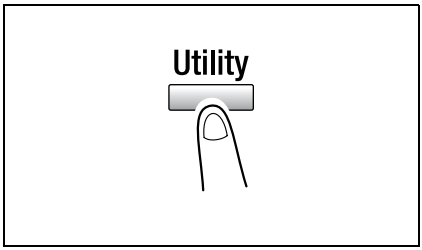
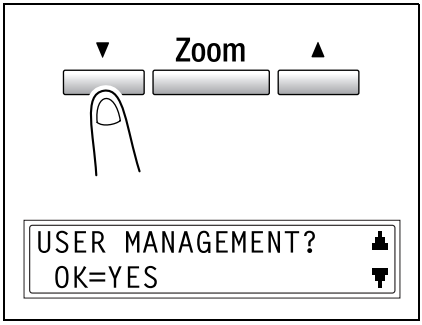
To perform the “DRUM DEHUMIDIFY” function

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



2 Press the ▼ key twice to select “USER MANAGEMENT?”, and then press the [Yes] key.



3 Using the ▼ and ▲ keys, select “DRUM DEHUMIDIFY?”, and then press the [Yes] key.

Drum drying begins, and the main screen appears.

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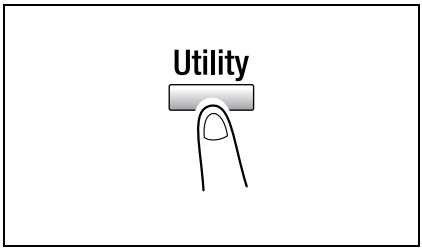
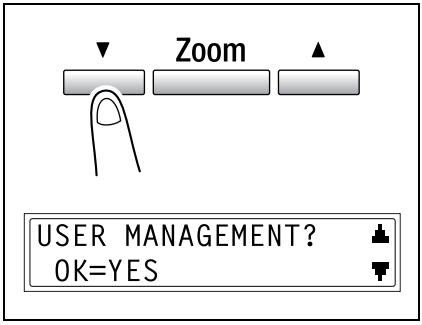
To perform the “TONER REPLENISHER” function

1 Press the [Utility] key.

“MACHINE SETTING?” appears.



2 Press the ▼ key twice to select “USER MANAGEMENT?”, and then press the [Yes] key.



3 Using the ▼ and ▲ keys, select “TONER REPLENISHER?”, and then press the [Yes] key.

Toner replenishing begins, and the main screen appears.

...

Note

While the toner is being replenished, do not turn off the machine or open the Front Cover.

If the density of the toner is suitable, do not perform the toner replenishing operation.

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7.5 Specifying Administrative Settings (“ADMIN. MANAGEMENT” Menu)

From the “ADMIN. MANAGEMENT” menu, various functions for controlling the use of the machine can be set. In order to set an “ADMIN. MANAGEMENT” function, the administrator access number must be entered.

“ADMIN. MANAGEMENT” menu:

No.	ADMIN. MANAGEMENT	Description
1	AUTO SHUT OFF	This function can be used to set whether or not the auto power-off function is performed. • The manufacturer’s default setting is “ENABLE”.
2	COPY TRACK	A maximum of 20 accounts can be specified in order to control the use of the machine. • Turn on/off user management. • Register account access numbers. • Change/delete account access numbers. • Display/clear the total count for a specific account. • Clear the total counts for all accounts.

Note

The registering and setup of the administrator access number should be performed by the service representative. For details, contact the service representative.

The administrator of this machine should be sure not to lose the administrator access number.

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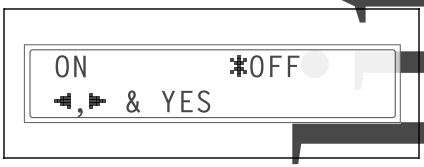
7 Using the ◄ and ► keys, select "OFF", and then press the [Yes] key.

The "MACHINE SETTING" menu appears again.



Note

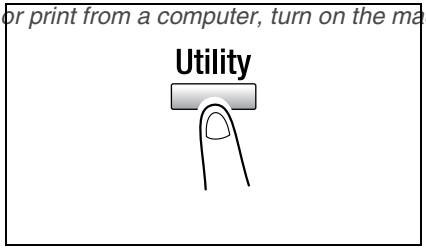
When "AUTO SHUT OFF" in the "ADMIN. MANAGEMENT" menu is set to "DISABLE", it will no longer be possible to make copies or print from a computer after the Auto Shut Off function is performed and the machine is turned off.

ecifying Administrative Settings ("ADMIN. MANAGEMENT" Menu)

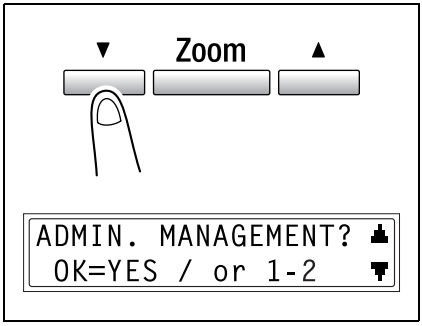
ect the "ADMIN. MANAGEMENT" menu

ess the [Utility] key.

ACHINE SETTING?" appears.



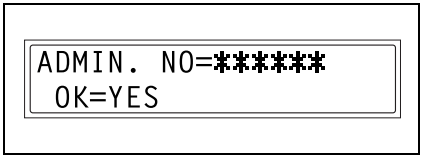
ess the ▼ key 3 times to select DMIN. MANAGEMENT?".



om the 10-Key Pad, press the key ([1] through [2]) for the "ADMIN. ANAGEMENT" function that you wish to set.

The "ADMIN. MANAGEMENT" functions are as follows:
1 AUTO SHUT OFF
2 COPY TRACK

ing the 10-Key Pad, enter the 6-it administrator access number, d then press the [Yes] key.



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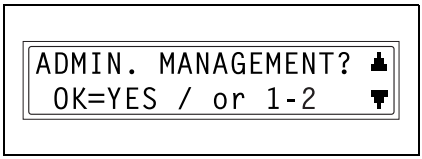
To set the “AUTO SHUT OFF” function

1 Select the “ADMIN. MANAGEMENT” menu.

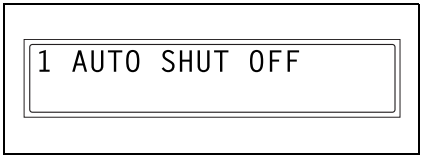
❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-27*.



2 Press the [1] key from the 10-Key Pad to select “AUTO SHUT OFF”.

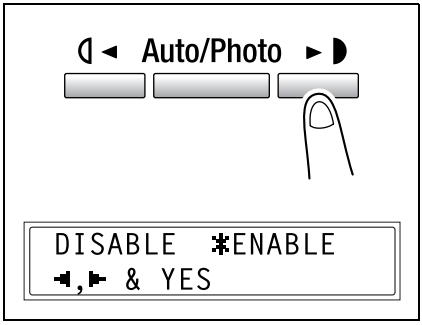
3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “AUTO SHUT OFF” appears.



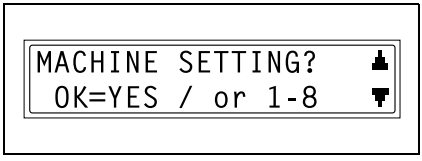
4 Using the ◄ and ► keys, select “ENABLE”, and then press the [Yes] key.

The “ADMIN. MANAGEMENT” menu appears again.

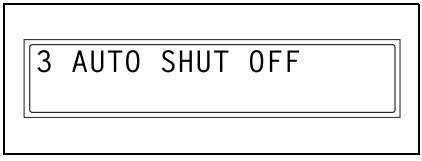


5 Select the “MACHINE SETTING” menu.

❍ Refer to *“To select the “MACHINE SETTING” menu” on page 7-6*.



6 Press the [3] key from the 10-Key Pad to select “AUTO SHUT OFF”.



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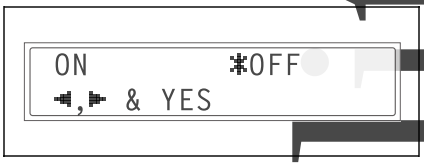
7 Using the ◄ and ► keys, select "OFF", and then press the [Yes] key.

The "MACHINE SETTING" menu appears again.



Note

When "AUTO SHUT OFF" in the "ADMIN. MANAGEMENT" menu is set to "DISABLE", it will no longer be possible to make copies from a computer after the Auto Shut Off function is performed and the machine is turned off.

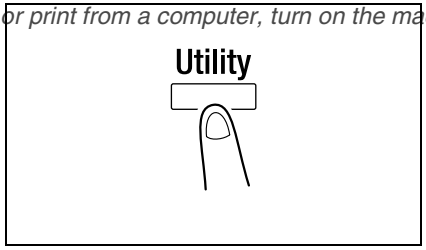
ecifying Administrative Settings ("ADMIN. MANAGEMENT" Menu)

ect the " ADMIN. MANAGEMENT" menu

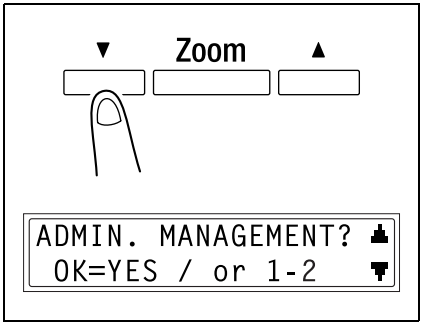
ess the [Utility] key.

ACHINE SETTING?" appears.

To make copies or print from a computer, turn on the mach



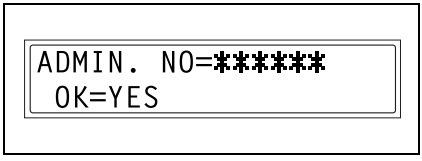
ess the ▼ key 3 times to select DMIN. MANAGEMENT?".



om the 10-Key Pad, press the key ([1] through [2]) for the "ADMIN. ANAGEMENT" function that you wish to set.

The "ADMIN. MANAGEMENT" functions are as follows:
1 AUTO SHUT OFF
2 COPY TRACK

ing the 10-Key Pad, enter the 6-it administrator access number, d then press the [Yes] key.



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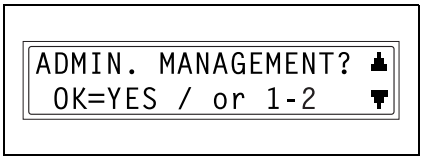
To turn on/off user (section) management

1 Select the “ADMIN. MANAGEMENT” menu.

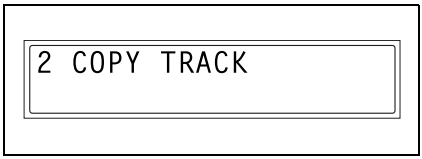
❍ Refer to *“To select the “ADMIN. MANAGEMENT” menu” on page 7-27*.



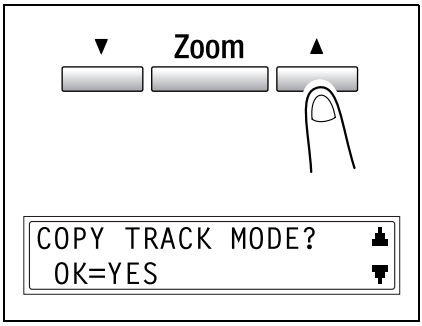
2 Press the [2] key from the 10-Key Pad to select “COPY TRACK”.

3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.

The “COPY TRACK” appears.

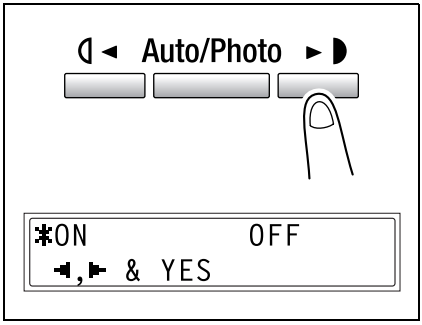


4 Using the ▼ and ▲ keys, select “COPY TRACK MODE?”, and then press the [Yes] key.



5 Using the ◖◄ and ►◗ keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “COPY TRACK MODE” function appears again.



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To clear the total counts for all accounts

1 Select the "ADMIN. MANAGEMENT" menu.

❍ Refer to *"To select the "ADMIN. MANAGEMENT" menu" on page 7-27.*

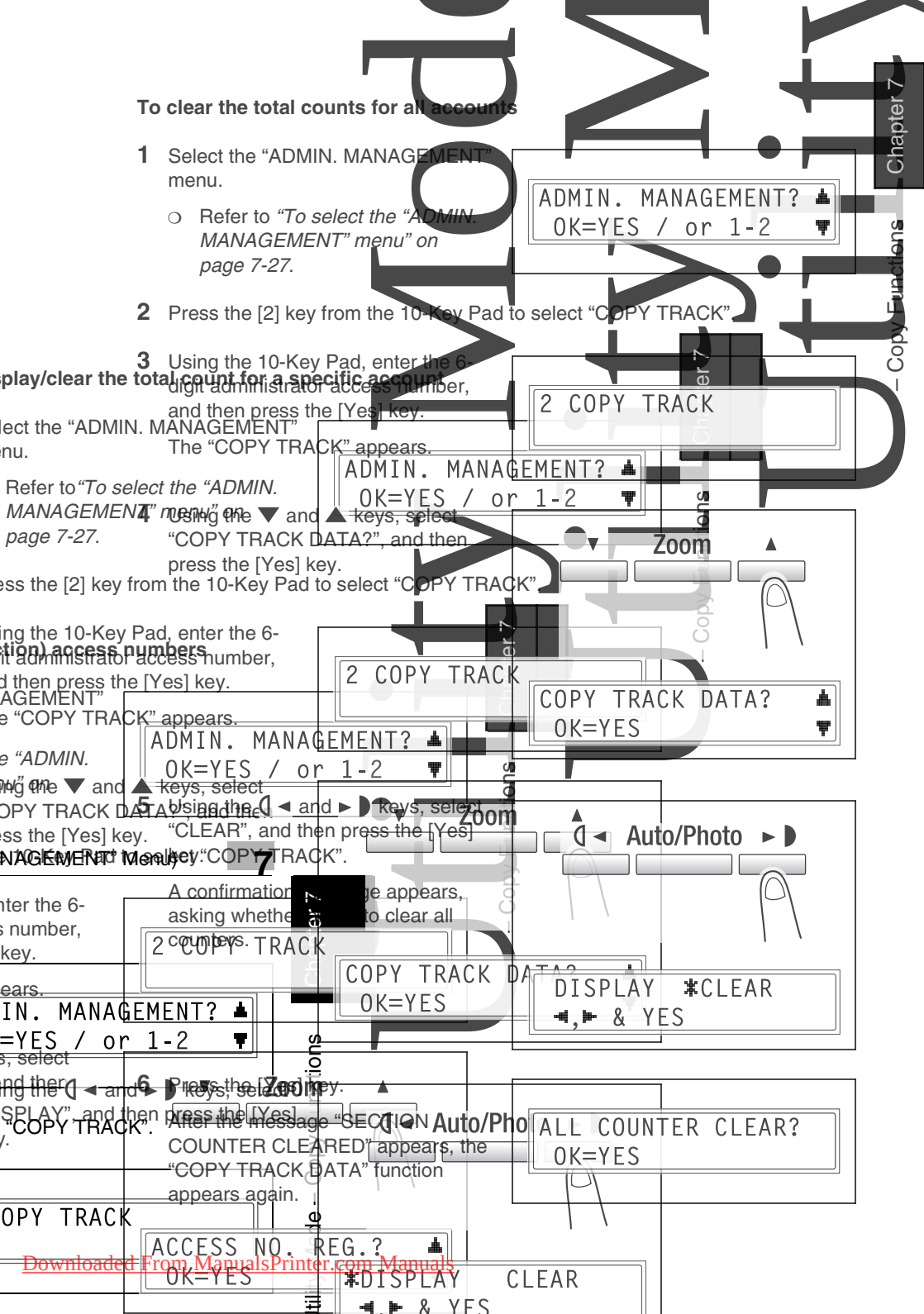
2 Press the [2] key from the 10-Key Pad to select "COPY TRACK".

3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.
The "COPY TRACK" appears.

4 Using the ▼ and ▲ keys, select "COPY TRACK DATA?", and then press the [Yes] key.

5 Using the ◄ and ► keys, select "CLEAR", and then press the [Yes] key.

6 Press the [Stop] key.
After the message "SECTION COUNTER CLEARED" appears, the "COPY TRACK DATA" function appears again.



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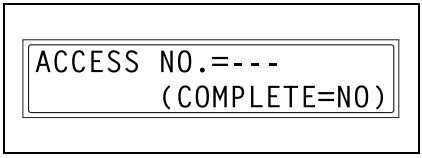
6 When you are finished registering access numbers, press the [No] key.

The “ACCESS NO. REG” function appears again.



...

Note

If you try to register more than 20 access numbers, the message “UP TO 20 SECTIONS” appears.

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To clear the total counts for all accounts

1 Select the "ADMIN. MANAGEMENT" menu.

❍ Refer to *"To select the "ADMIN. MANAGEMENT" menu" on page 7-27.*

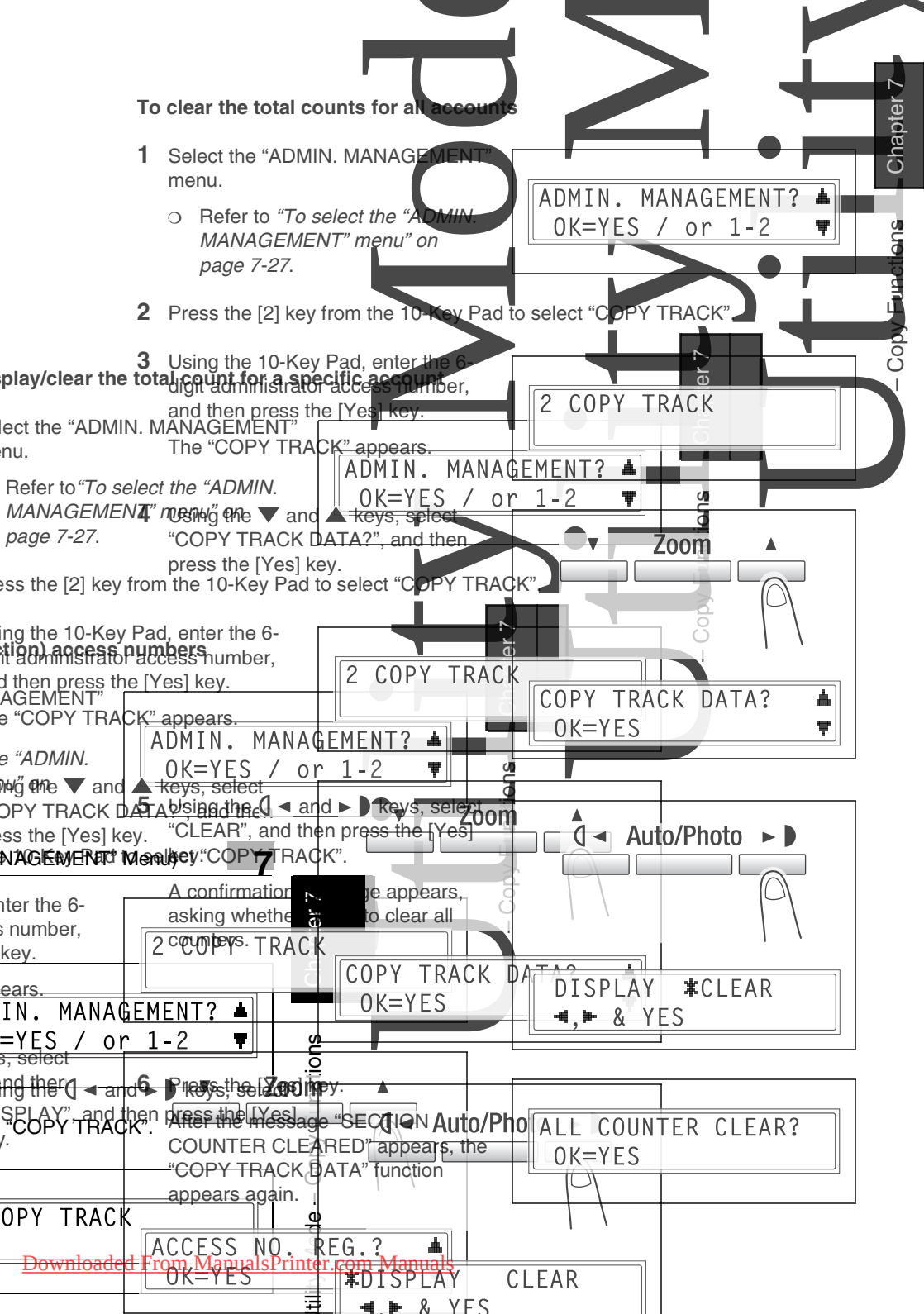
2 Press the [2] key from the 10-Key Pad to select "COPY TRACK".

3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.
The "COPY TRACK" appears.

4 Using the ▼ and ▲ keys, select "COPY TRACK DATA?", and then press the [Yes] key.

5 Using the ◄ and ► keys, select "CLEAR", and then press the [Yes] key.

6 Press the [Stop] key.
After the message "SECTION COUNTER CLEARED" appears, the "COPY TRACK DATA" function appears again.



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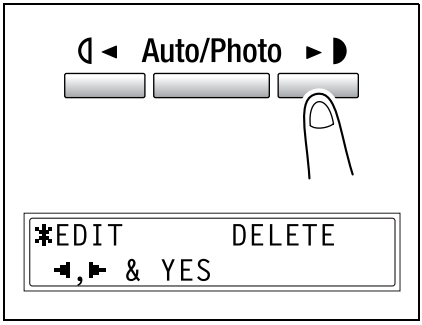
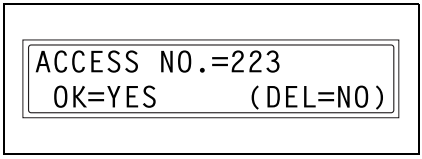
7 Using the ◄ and ► keys, select either “EDIT” or “DELETE”, and then press the [Yes] key.

- If “EDIT” was selected, a screen appears, allowing you to change the access number.
- If “DELETE” was selected, the current access number is deleted. (The message “ACCESS NO. XXX DELETED” appears.) To change or delete other access numbers, return to step 5.



8 Use the 10-Key Pad to enter the new number.



9 Press the [Yes] key.

After the message “ACCESS NO. XXX EDITED” appears, a screen appears, allowing you to enter the next access number to be changed/deleted.

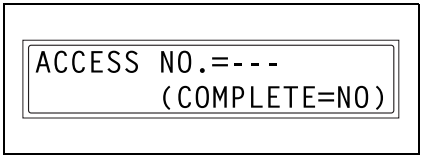
...

Note

If the new access number has already been registered, the message “ACCESS NO. IS USE” appears. Press the [No] key, and then enter a different access number.

10 When you are finished changing/deleting access numbers, press the [No] key.

The “ACCESS NO. REG” function appears again.



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To clear the total counts for all accounts

1 Select the "ADMIN. MANAGEMENT" menu.

❍ Refer to *"To select the "ADMIN. MANAGEMENT" menu" on page 7-27.*

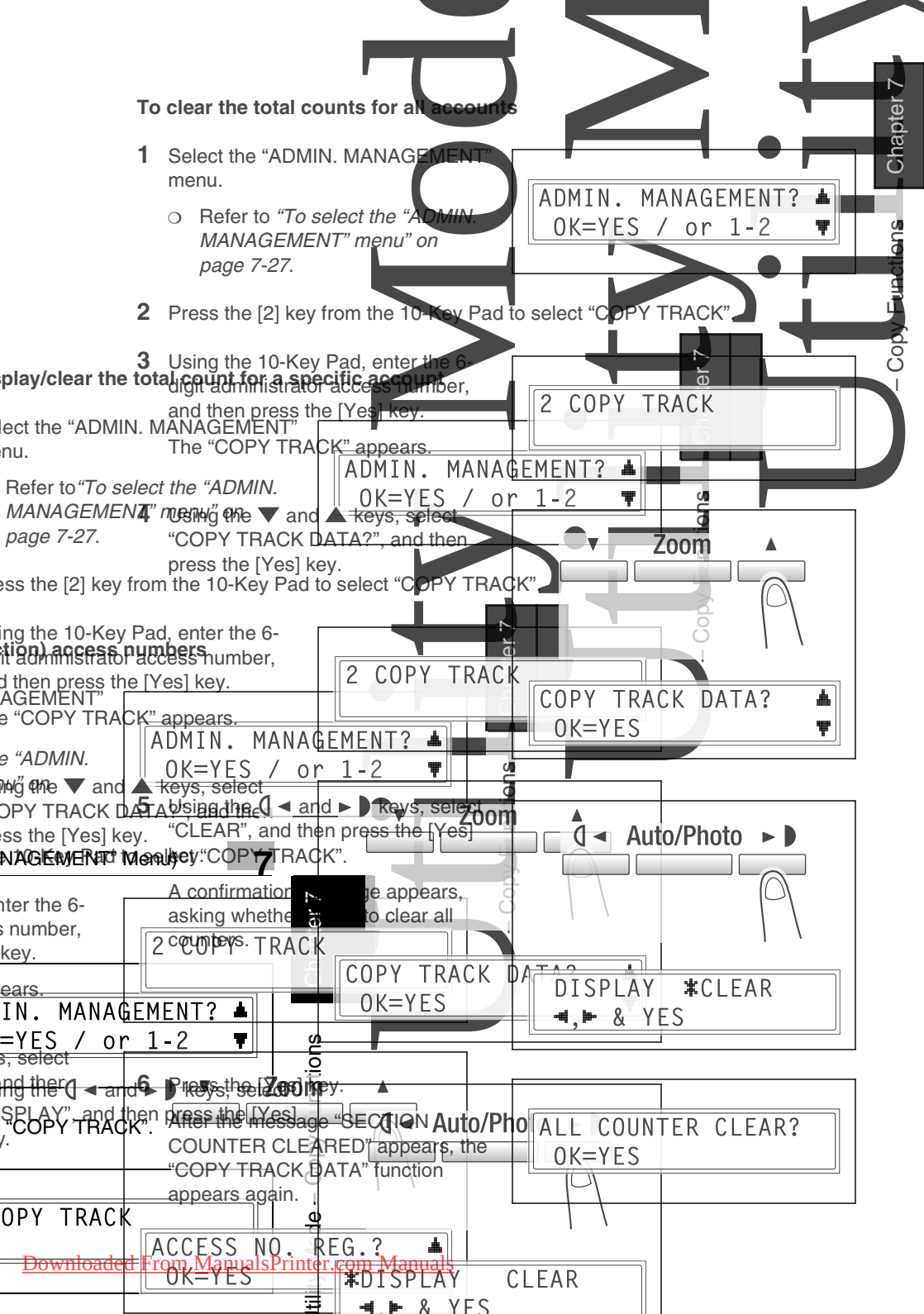
2 Press the [2] key from the 10-Key Pad to select "COPY TRACK".

3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.
The "COPY TRACK" appears.

4 Using the ▼ and ▲ keys, select "COPY TRACK DATA?", and then press the [Yes] key.

5 Using the ◄ and ► keys, select "CLEAR", and then press the [Yes] key.

6 Press the [Stop] key.
After the message "SECTION COUNTER CLEARED" appears, the "COPY TRACK DATA" function appears again.



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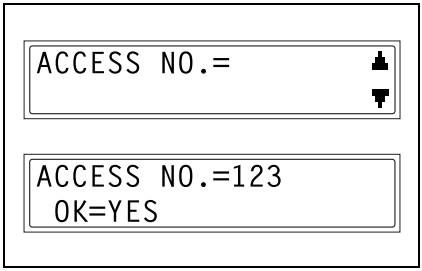
6 Using the ▼ and ▲ keys, select the access number for the counter that you wish to check, and then press the [Yes] key.

- ❍ The desired access (section) number can also be entered using the 10-Key Pad.
- ❍ When clearing the counter for a specific account (section), the access (section) number for that account should be selected.

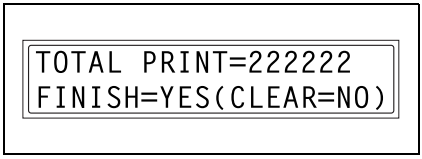


The total count for the selected account (section) is displayed.

7 To clear the counter, press the [No] key.

- ❍ To finish without clearing the counter, press the [Yes] key.

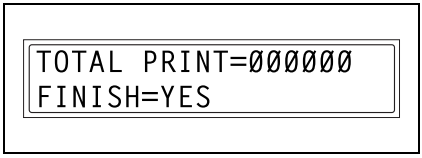
The “COPY TRACK DATA” function appears again.



8 After the counter is cleared, press the [Yes] key.

- ❍ After clearing the counter, if you wish to reset the counter to the previous count, press the [Interrupt] key.

The “COPY TRACK DATA” function appears again.



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To clear the total counts for all accounts

1 Select the "ADMIN. MANAGEMENT" menu.

❍ Refer to *"To select the "ADMIN. MANAGEMENT" menu" on page 7-27.*

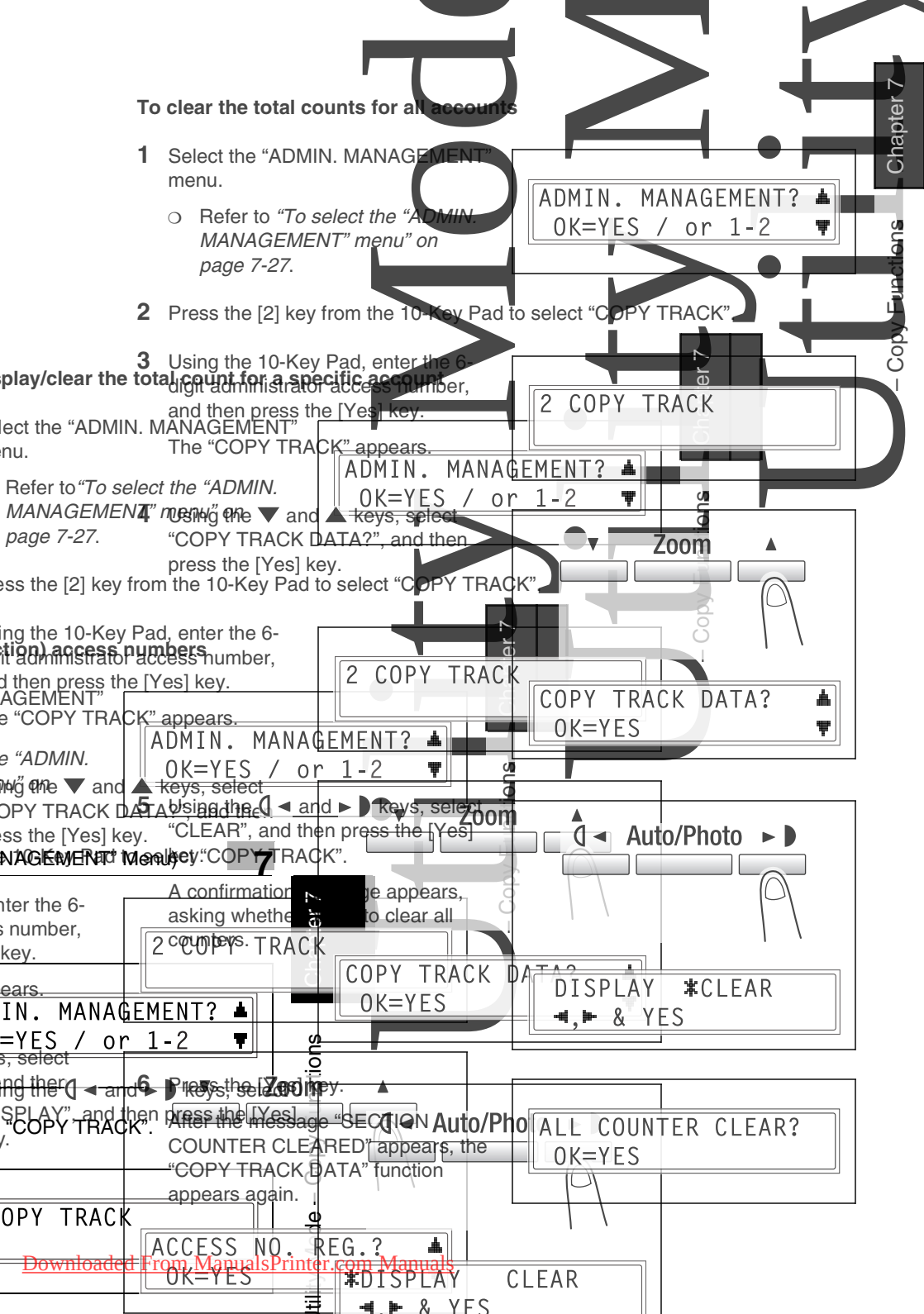
2 Press the [2] key from the 10-Key Pad to select "COPY TRACK".

3 Using the 10-Key Pad, enter the 6-digit administrator access number, and then press the [Yes] key.
The "COPY TRACK" appears.

4 Using the ▼ and ▲ keys, select "COPY TRACK DATA?", and then press the [Yes] key.

5 Using the ◄ and ► keys, select "CLEAR", and then press the [Yes] key.

6 Press the [Stop] key.
After the message "SECTION COUNTER CLEARED" appears, the "COPY TRACK DATA" function appears again.



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7.6 Specifying Copy Settings

"COPY SETTING 1" & "COPY SETTING 2" menus

The settings that are automatically selected when the machine is turned off or the [Panel Reset] key is pressed are called the "default settings". From the "COPY SETTING 1" menu, the default settings for various functions can be specified.

"COPY SETTING 1" menu:

No.	COPY SETTING 1	Description
1	PAPER PRIORITY	This function can be used to specify the tray that should be given priority when the "AUTO" Zoom setting is selected. • The manufacturer's default setting is "1ST".
2	DENSITY PRIORITY	This function can be used to set the density to "TEXT", "PHOTO" or "TEXT/P" when the machine is turned off or the [Panel Reset] key is pressed. • The manufacturer's default setting is "TEXT/P".
3	DENSITY LEVEL(A)	This function can be used to set the density level of the "AUTO" Density setting to one of the three settings between "LIGHT" and "DARK". • The manufacturer's default setting is the middle level ( ).
4	DENSITY LEVEL(M)	This function can be used to set the density level of the manual density setting to one of the nine settings between "LIGHT" and "DARK". • The manufacturer's default setting is the middle level ( ).
5	BINDING POS.	This function can be used to set whether the first page of a book to be scanned is on the left (left-bound) or on the right (right-bound). • The manufacturer's default setting is "LEFT".
6	MARGIN SETTING	This function can be used to specify the width of the binding area (margin) between 0 mm and 20 mm (in units of 1 mm) when copying documents to be bound. • The manufacturer's default setting is 10 mm.
7	ERASE SETTING	This function can be used to specify between 5 mm and 20 mm (in units of 1 mm) the width that is erased when making copies with the "Erase" function set to "LEFT", "UPPER" or "FRAME". • The manufacturer's default setting for the "LEFT", "UPPER" and "FRAME" Erase settings is 10 mm.
8	SMALL ORIGINAL	This function is used to specify whether or not copying is possible after loading a small document whose size cannot be automatically detected. • The manufacturer's default setting is "ENABLE".

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"COPY SETTING 2" menu:

No.	COPY SETTING 2	Description
1	MIXED ORIGINAL	This function can be used to set whether or not the "Mixed Orig." function is selected when the machine starts up or after the Control Panel is reset. This function can be set if an optional Document Feeder is installed. • The manufacturer's default setting is "OFF".
2	COPY PRIORITY	This function can be used to set whether the automatic paper or automatic zoom ratio setting is selected when the machine starts up or after the Control Panel is reset. • The manufacturer's default setting is "AP" (auto paper selection).
3	OUTPUT PRIORITY	This function can be used to specify if the selected Finishing mode is "NON", "SORT" or "GROUP" when the machine is turned off or the [Panel Reset] key is pressed. This function can be set if an optional Document Feeder is installed. • The manufacturer's default setting is "NON".
4	4IN1 COPY ORDER	This function can be used to select from the following for the page order when the 4in1 Copy mode is selected. "PATTERN1" "PATTERN2" This function can be set if an optional Document Feeder is installed. • The manufacturer's default setting is "PATTERN1".
5	CRISSCROSS MODE	This function can be used to set whether or not copies are fed out in a crisscross pattern when the crisscross output conditions are met. This function can be set if an optional Document Feeder and Job Shifter are installed. • The manufacturer's default setting is "ON".
6	DUPLEX COPY	This function is used to select whether or not double-sided printing is used. The optional Duplex Unit must be installed. (Option only for the Di2011) • The manufacturer's default setting is "OFF".

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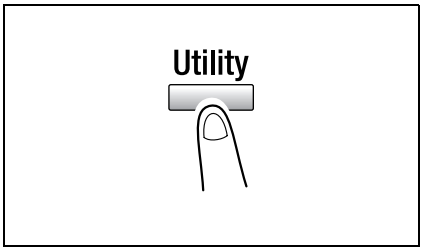
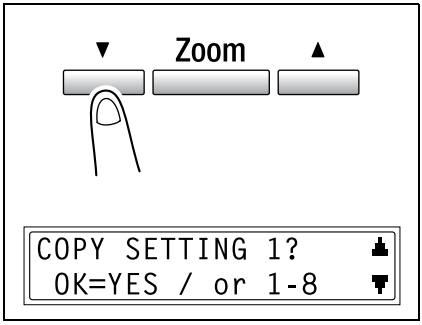
To select the "COPY SETTING 1" menu

1 Press the [Utility] key.

"MACHINE SETTING?" appears.



2 Press the ▼ key 4 times to select "COPY SETTING 1?".



3 From the 10-Key Pad, press the key for the "COPY SETTING 1" function that you wish to set.

- The "COPY SETTING 1" functions are as follows:
  1 PAPER PRIORITY
  2 DENSITY PRIORITY
  3 DENSITY LEVEL(A)
  4 DENSITY LEVEL(M)
  5 BINDING POS.
  6 MARGIN SETTING
  7 ERASE SETTING
  8 SMALL ORIGINAL

Tip

If, at any time, you wish to quit setting a "COPY SETTING 1" function, press the [No] key. When the message "STOP SETTING?" appears, press the [Yes] key to quit.

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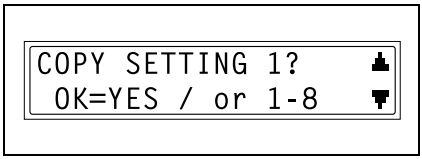
To set the "PAPER PRIORITY" function

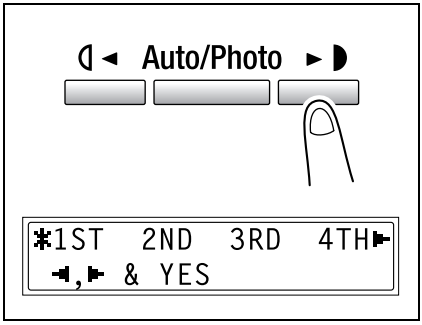
1 Select the "COPY SETTING 1" menu.

❍ Refer to *"To select the "COPY SETTING 1" menu" on page 7-40*.



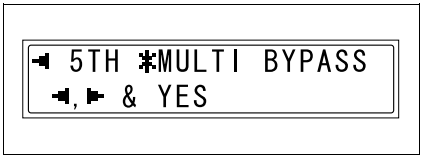
2 Press the [1] key from the 10-Key Pad to select "PAPER PRIORITY".

3 Using the ◄ and ► keys, select a paper size or paper tray, and then press the [Yes] key.



❍ Select from the following paper trays.
1st Tray, 2nd Tray, 3rd Tray*, 4th Tray*, 5th Tray*, Multiple Bypass
*Only with Di2011

❍ If the 5th Tray and Multiple Bypass are installed, the screen shown at the right appears.



The "COPY SETTING 1" menu appears again.

Tip

If there are multiple paper drawers loaded with paper of the same size and type as that loaded into the paper drawer given priority with the "PAPER PRIORITY" function, and if the paper in all of these paper drawers are used, a message may appear indicating that paper be loaded into a paper drawer that was not given priority.

In this case, load paper according to the message that appears.

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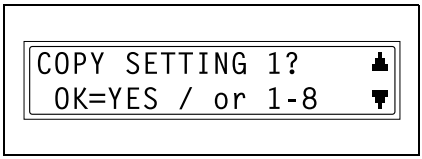
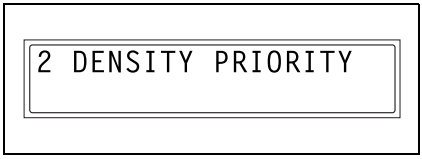
To set the "DENSITY PRIORITY" function

1 Select the "COPY SETTING 1" menu.

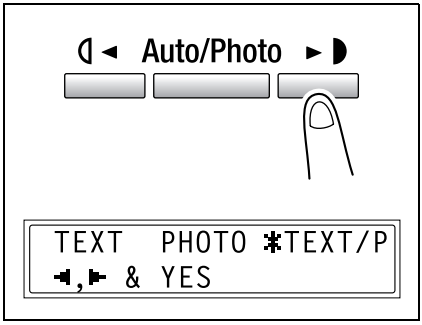
❍ Refer to *"To select the "COPY SETTING 1" menu" on page 7-40*.



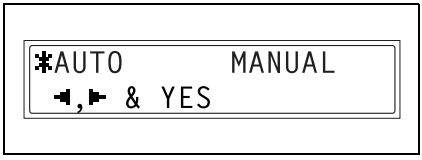
2 Press the [2] key from the 10-Key Pad to select "DENSITY PRIORITY".



3 Using the ◖◄ and ►◗ keys, select "TEXT", "PHOTO" or "TEXT/P", and then press the [Yes] key.



❍ If "TEXT" or "TEXT/P" is selected, a screen appears, allowing you to select either "AUTO" or "MANUAL".
Using the ◖◄ and ►◗ keys, select either "AUTO" or "MANUAL", and then press the [Yes] key.



The "COPY SETTING 1" menu appears again.

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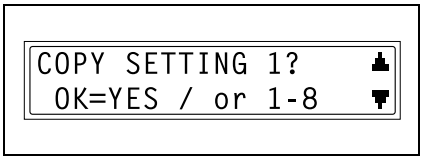
To set the "AUTO" density level ("DENSITY LEVEL(A)" function)

1 Select the "COPY SETTING 1" menu.

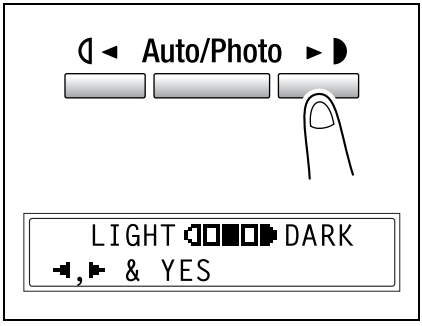
❍ Refer to *"To select the "COPY SETTING 1" menu" on page 7-40*.



2 Press the [3] key from the 10-Key Pad to select "DENSITY LEVEL(A)".

3 Using the ◄ and ► keys, select one of the three settings between "LIGHT" and "DARK", and then press the [Yes] key.

The "COPY SETTING 1" menu appears again.



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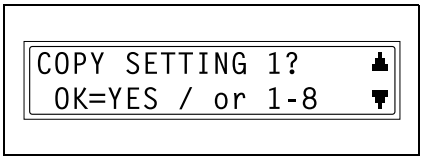
To set the manual density level ("DENSITY LEVEL(M)" function)

1 Select the "COPY SETTING 1" menu.

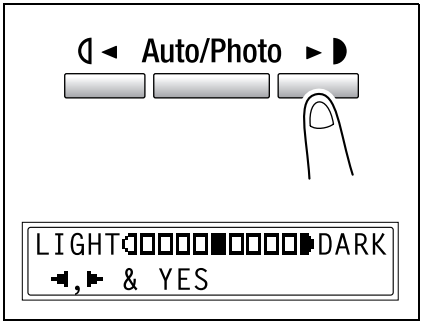
❍ Refer to *"To select the "COPY SETTING 1" menu" on page 7-40*.



2 Press the [4] key from the 10-Key Pad to select "DENSITY LEVEL(M)".

3 Using the ◄ and ► keys, select one of the nine settings between "LIGHT" and "DARK", and then press the [Yes] key.

The "COPY SETTING 1" menu appears again.



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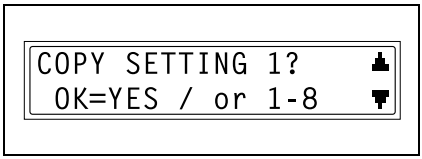
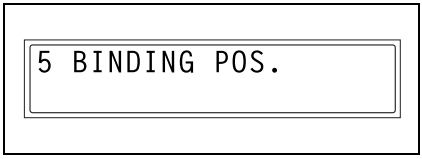
To set the “BINDING POS.” function

1 Select the “COPY SETTING 1” menu.

❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-40*.

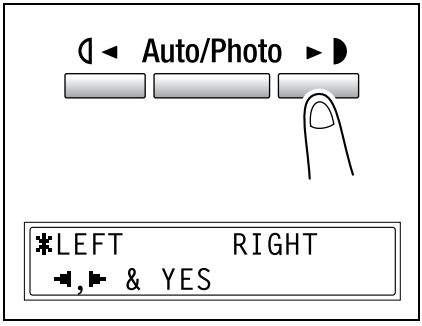


2 Press the [5] key from the 10-Key Pad to select “BINDING POS.”.



3 Using the ◖◄ and ►◗ keys, select either “LEFT” or “RIGHT”, and then press the [Yes] key.

The “COPY SETTING 1” menu appears again.



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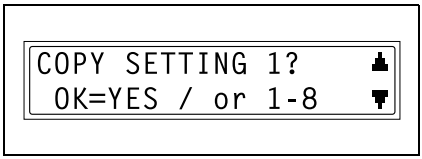
To specify the binding width (“MARGIN SETTING” function)

1 Select the “COPY SETTING 1” menu.

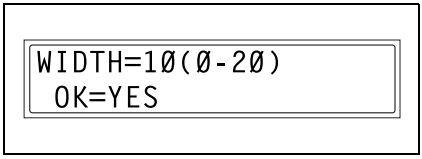
- Refer to *“To select the “COPY SETTING 1” menu” on page 7-40*.



2 Press the [6] key from the 10-Key Pad to select “MARGIN SETTING”.

3 Using the 10-Key Pad, enter the binding width (margin), and then press the [Yes] key.

- The binding width can be set between 0 mm and 20 mm.
- If you wish to correct the setting, press the [No] key, and then enter the new number.



The “COPY SETTING 1” menu appears again.

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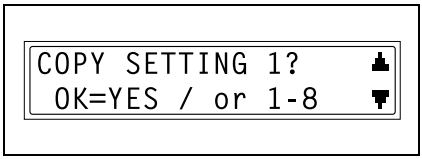
To specify the erased width (“ERASE SETTING” function)

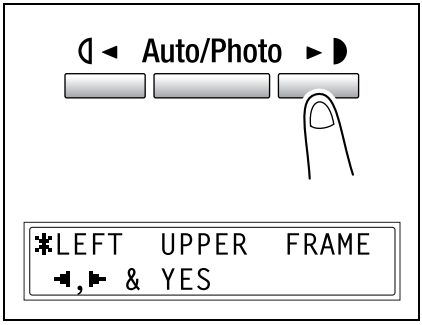
1 Select the “COPY SETTING 1” menu.

❍ Refer to *“To select the “COPY SETTING 1” menu” on page 7-40*.

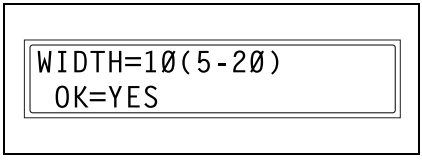


2 Press the [7] key from the 10-Key Pad to select “ERASE SETTING”.

3 Using the ◖◄ and ►◗ keys, select “LEFT”, “UPPER” or “FRAME”, and then press the [Yes] key.



4 Using the 10-Key Pad, enter the width of the area to be erased, and then press the [Yes] key.



❍ The width of the area to be erased can be set between 5 mm and 20 mm.

❍ If you wish to correct the setting, press the [No] key, and then enter the new number.

The “COPY SETTING 1” menu appears again.

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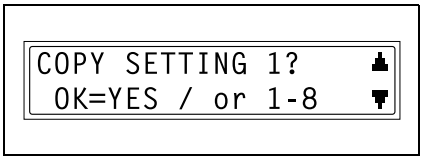
To set the "SMALL ORIGINAL" function

1 Select the "COPY SETTING 1" menu.

- Refer to *"To select the "COPY SETTING 1" menu" on page 7-40*.

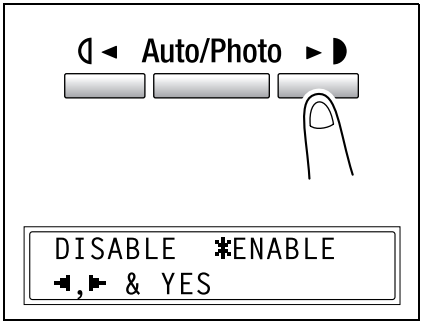


2 Press the [8] key from the 10-Key Pad to select "SMALL ORIGINAL".

3 Using the ◄ and ► keys, select "DISABLE" or "ENABLE", and then press the [Yes] key.

- If a document that cannot be detected is loaded and "ENABLE" is selected, the paper given priority is used for copying.

The "COPY SETTING 1" menu appears again.



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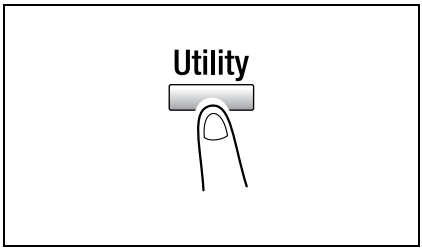
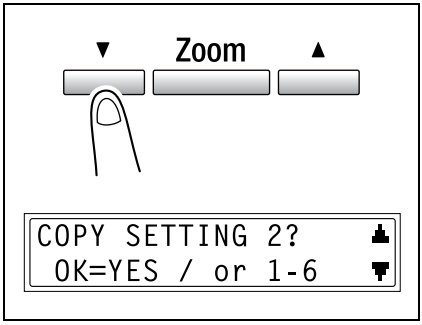
To select the "COPY SETTING 2" menu

1 Press the [Utility] key.

"MACHINE SETTING?" appears.



2 Press the ▼ key 5 times to select "COPY SETTING 2?".



3 From the 10-Key Pad, press the key for the "COPY SETTING 2" function that you wish to set.

- The "COPY SETTING 2" functions are as follows:
  1 MIXED ORIGINAL
  2 COPY PRIORITY
  3 OUTPUT PRIORITY
  4 4IN1 COPY ORDER
  5 CRISSCROSS MODE
  6 DUPLEX COPY

Tip

If, at any time, you wish to quit setting a "COPY SETTING 2" function, press the [No] key. When the message "STOP SETTING?" appears, press the [Yes] key to quit.

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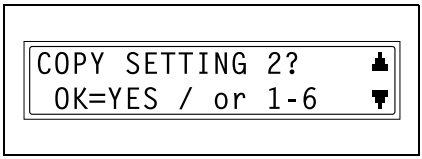
To set the "MIXED ORIGINAL" function

1 Select the "COPY SETTING 2" menu.

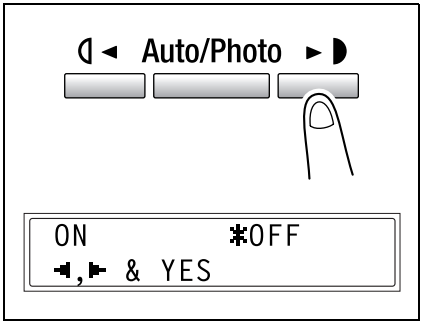
- Refer to *"To select the "COPY SETTING 2" menu" on page 7-49*.



2 Press the [1] key from the 10-Key Pad to select "MIXED ORIGINAL".

3 Using the ◖◄ and ►◗ keys, select either "ON" or "OFF", and then press the [Yes] key.

The "COPY SETTING 2" menu appears again.



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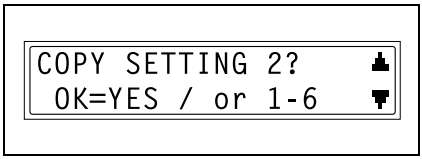
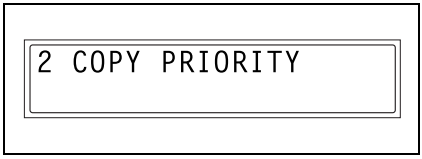
To set the “COPY PRIORITY” function

1 Select the “COPY SETTING 2” menu.

❍ Refer to *“To select the “COPY SETTING 2” menu” on page 7-49*.

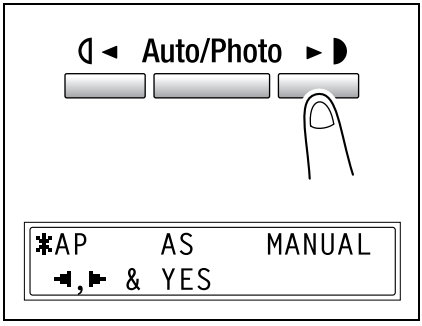


2 Press the [2] key from the 10-Key Pad to select “COPY PRIORITY”.



3 Using the ◄ and ► keys, select “AP” (auto paper selection), “AS” (auto zoom ratio) or “MANUAL”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.



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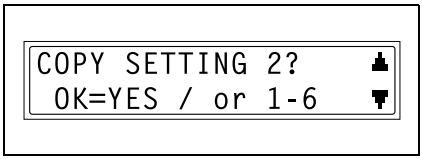
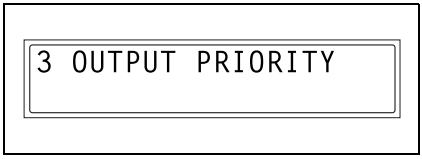
To specify the default finishing mode ("OUTPUT PRIORITY" function)

1 Select the "COPY SETTING 2" menu.

- Refer to *"To select the "COPY SETTING 2" menu" on page 7-49*.

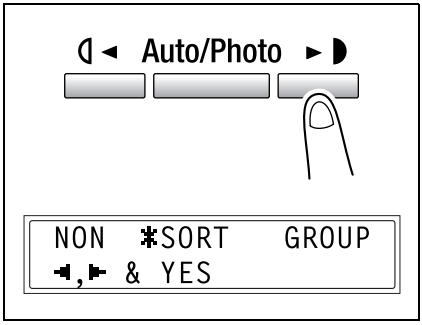


2 Press the [3] key from the 10-Key Pad to select "OUTPUT PRIORITY".



3 Using the ◄ and ► keys, select "NON", "SORT" or "GROUP", and then press the [Yes] key.

The "COPY SETTING 2" menu appears again.



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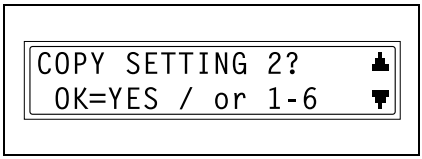
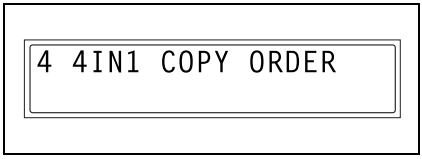
To set the "4IN1 COPY ORDER" function

1 Select the "COPY SETTING 2" menu.

❍ Refer to *"To select the "COPY SETTING 2" menu" on page 7-49*.

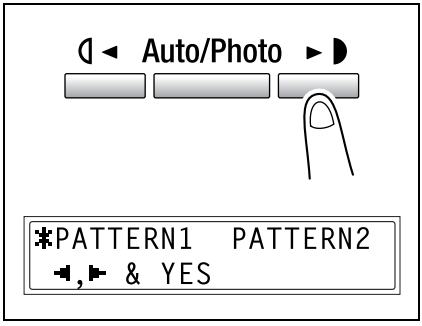


2 Press the [4] key from the 10-Key Pad to select "4IN1 COPY ORDER".



3 Using the ◄ and ► keys, select either "PATTERN1" or "PATTERN2", and then press the [Yes] key.

The "COPY SETTING 2" menu appears again.



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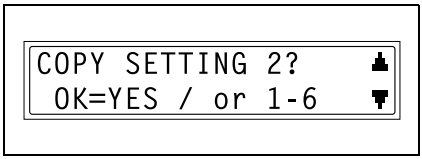
To set the "CRISSCROSS MODE" function

1 Select the "COPY SETTING 2" menu.

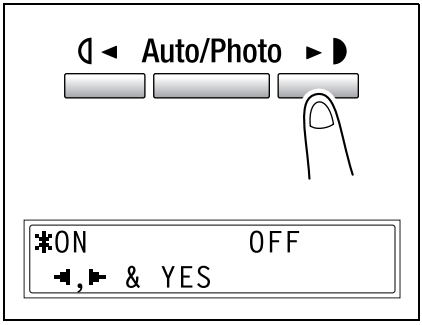
❍ Refer to *"To select the "COPY SETTING 2" menu" on page 7-49*.



2 Press the [5] key from the 10-Key Pad to select "CRISSCROSS MODE".

3 Using the ◄ and ► keys, select either "ON" or "OFF", and then press the [Yes] key.

The "COPY SETTING 2" menu appears again.



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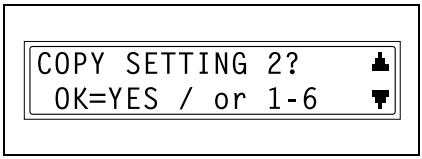
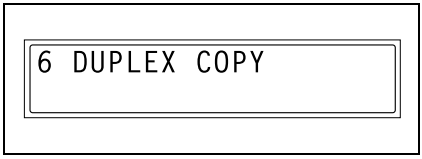
To set the “DUPLEX COPY” function

1 Select the “COPY SETTING 2” menu.

❍ Refer to *“To select the “COPY SETTING 2” menu” on page 7-49*.

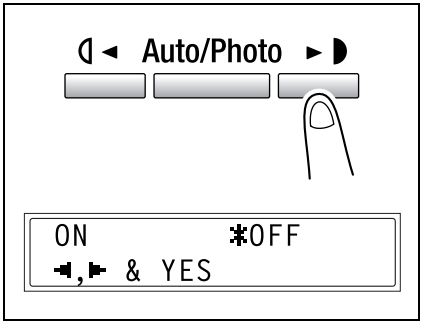


2 Press the [6] key from the 10-Key Pad to select “DUPLEX COPY”.



3 Using the ◄ and ► keys, select either “ON” or “OFF”, and then press the [Yes] key.

The “COPY SETTING 2” menu appears again.



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8 Error Messages

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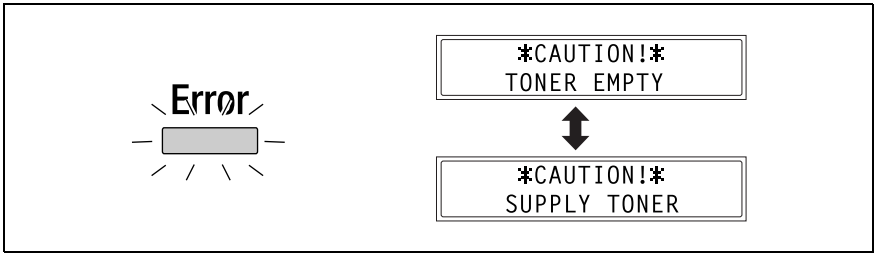
8.1 When the Message “TONER EMPTY” Appears

When toner is about to run out, the message shown below appears.

When this message appears, replace the toner bottle with a new one.



Note

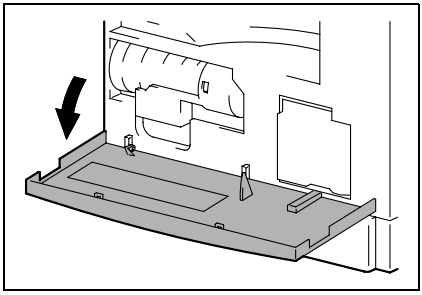
Use only toner developed specifically for this machine. Use of any other type of toner may cause damage to the machine. For details, contact your service representative.

In order to prevent the used toner cartridge from dirtying anything, keep it in the box.

Dispose of the used toner cartridge according to your local regulations.

To replace the toner bottle

1 Open the Front Cover.



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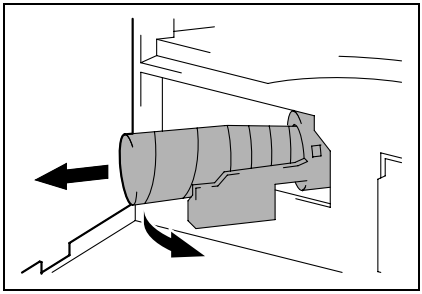
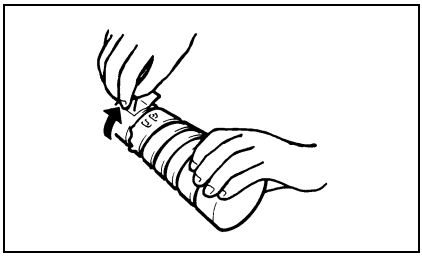
2 Swing out the Toner Bottle Holder, and then remove the toner bottle.



3 Holding the sealed end of the new toner bottle up, slowly peel off the seal toward you.

? *Have the necessary precautions been observed when peeling off the seal?*

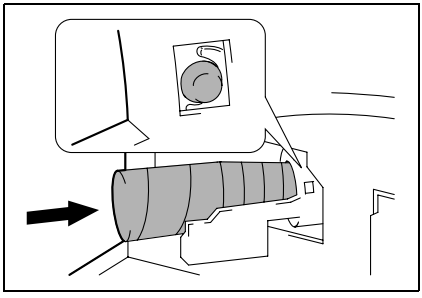
➜ Since some toner may spurt out while the seal is being peeled off, be sure to peel off the seal slowly.



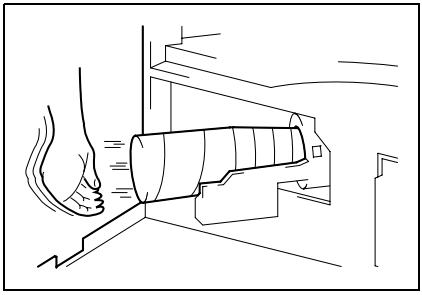
4 With the side of the toner bottle marked “UP” facing up, insert the toner bottle into the Toner Bottle Holder.

? *Have the necessary precautions been observed while inserting the toner bottle?*

➜ As shown at the right, the tab on the toner bottle should securely fit into the notch in the Toner Bottle Holder.



5 Lightly tap the bottom of the toner bottle three or four times.



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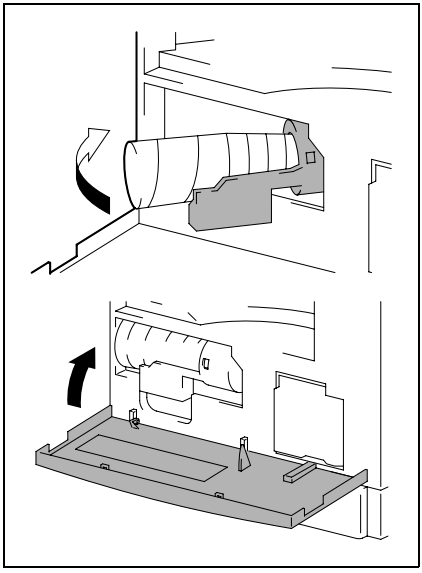
6 Close the Toner Bottle Holder, and then close the Front Cover.

- ❍ When the Front Cover is closed, the toner automatically begins refilling.

? *Are copies faint immediately after the toner bottle is replaced?*

➜ Perform the “TONER REPLENISHER” function in the Utility mode (*“To perform the “TONER REPLENISHER” function” on page 7-25*).



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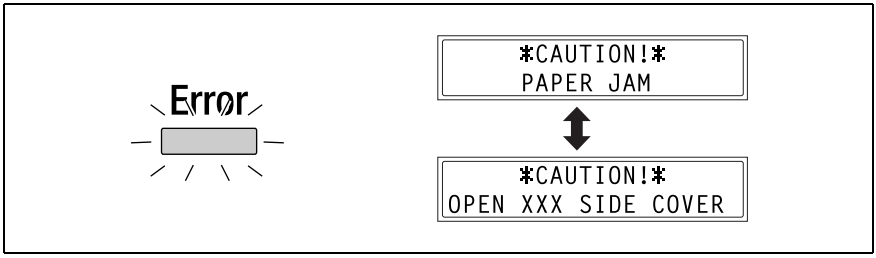
8.2 When the Message “PAPER JAM” Appears

If a paper misfeed occurs while copying or printing, the message shown below appears, and copying or printing stops.



A message indicating the location of the paper misfeed appears in the bottom line of the screen.

Message	Location of the paper misfeed
OPEN 1st SIDE COVER	Multiple Bypass (p. 8-11) Inside the main unit or 1st Tray (p. 8-6)
OPEN 2nd (3rd/4th/5th) SIDE COVER	Paper Feed Unit (p. 8-10)

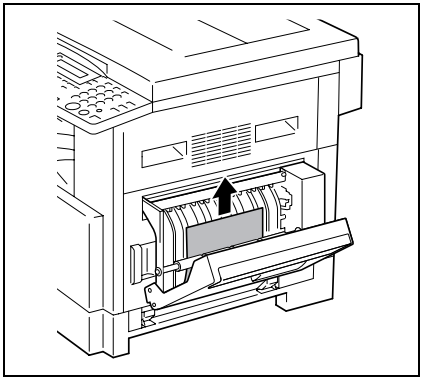
Follow the appropriate procedure described below to clear the misfed paper.

To clear a paper misfeed in the Duplex Unit

Note
The optional Duplex Unit must be installed. (Di2011 only)

1 Open the Duplex Unit door.

2 Carefully pull out any misfeed paper.



3 Close the Duplex Unit door.

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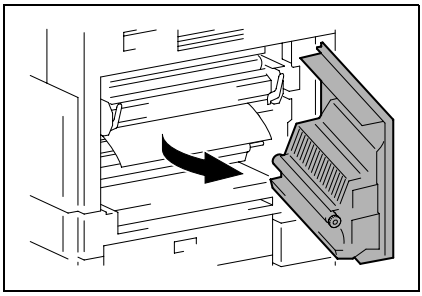
To clear a paper misfeed in the main unit or 1st Tray

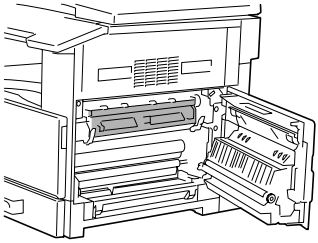
1 Open the Side Cover of the main unit.



CAUTION

The area around the fusing unit is extremely hot.

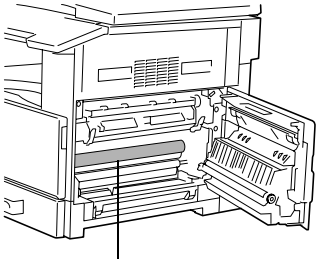
➔Touching any part other than those indicated may result in burns. If you get burnt, immediately cool the skin under cold water, and then seek professional medical attention.



CAUTION

Decreased copy quality may result if the surface of the PC drum is touched.

➔Be careful not to touch the surface of the PC drum.



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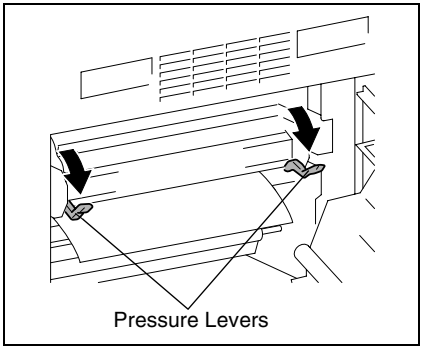
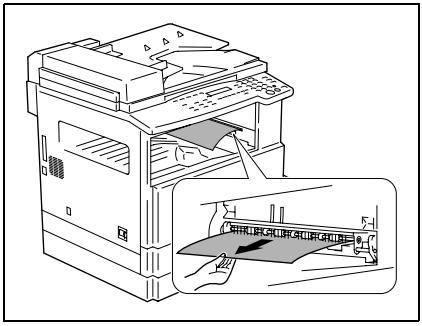
2 Pull down the Pressure Levers.

? *Have the necessary precautions been observed when pulling down the Pressure Levers?*

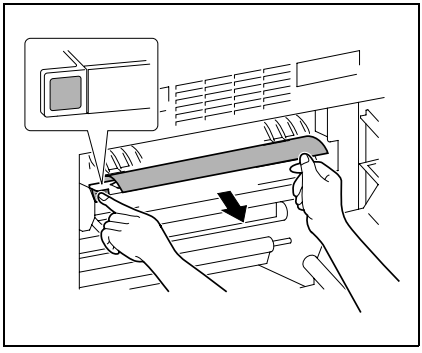
➜ Only hold the green part of the Pressure Levers when pulling them down.



3 Slowly pull out the paper.



4 While holding the Guide Plate pressed down, slowly pull out the paper.



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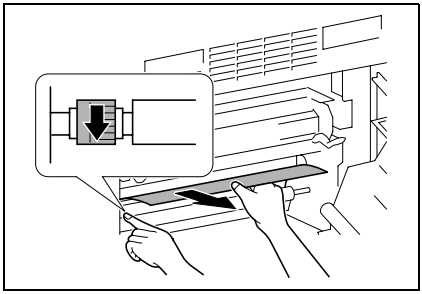
5 While turning the knob on the roller, slowly pull out the paper.

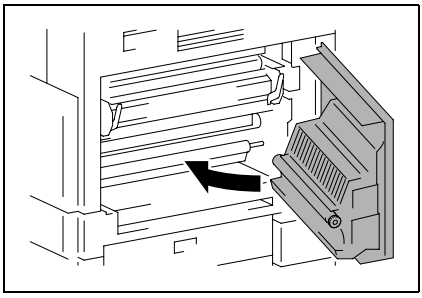
? *Have the necessary precautions been observed when turning the roller?*

➜ Only turn the green knob when turning the roller.

➜ Be careful not to touch the surface of the PC drum.

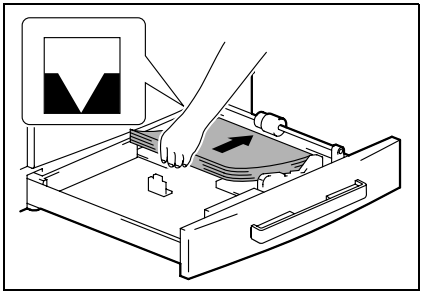


6 Close the Side Cover of the main unit.



7 Pull out the 1st Tray.

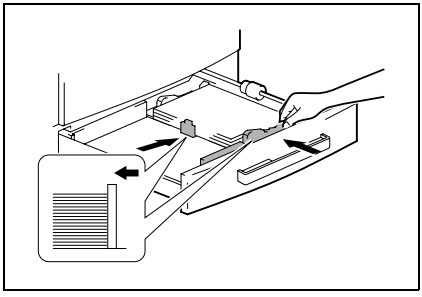
8 Remove all paper from the tray, and then place the paper into the tray again.



9 Slide the paper guides against the edges of the paper.

? *Is the paper guide positioned correctly?*

➜ Make sure that the paper guides are pushed up against the edges of the paper.



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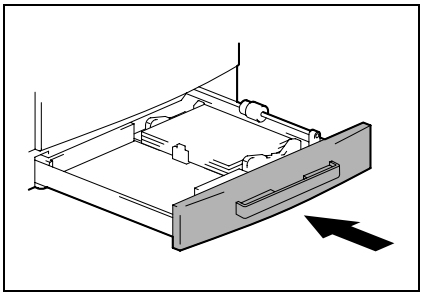
10 Close the 1st Tray.



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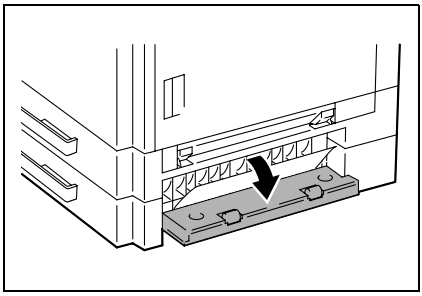
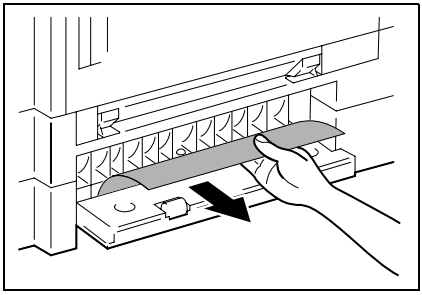
To clear a paper misfeed in the Paper Feed Unit

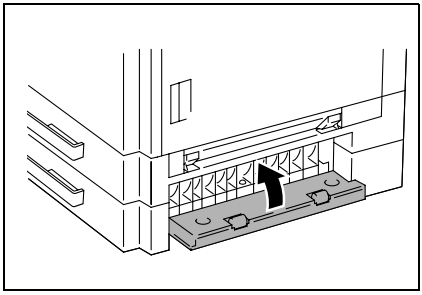
1 Open the Side Cover of the Paper Feed Unit.



2 Slowly pull out the paper.



3 Close the Side Cover of the Paper Feed Unit.



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To clear a paper misfeed in the Multiple Bypass

CAUTION

Decreased copy quality may result if the surface of the image transfer roller is touched.

➔Be careful not to touch the surface of the image transfer roller.

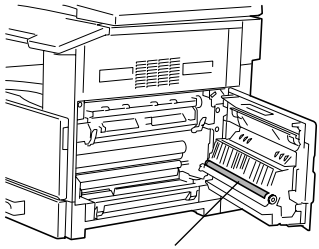
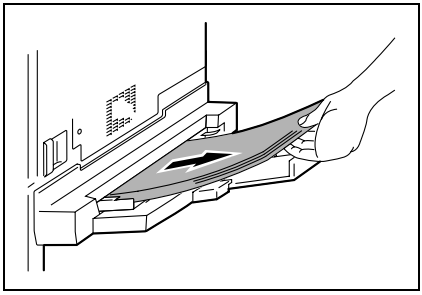
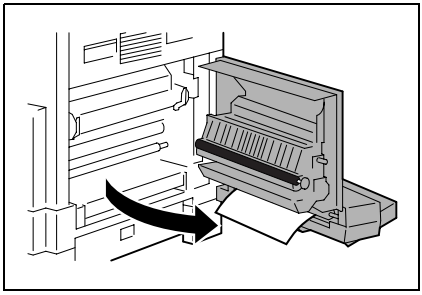


Image transfer roller

1 Remove all paper from the Multiple Bypass.



2 Open the Side Cover of the main unit.



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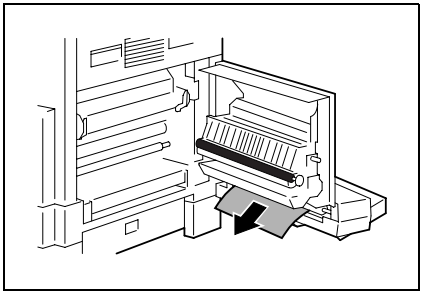
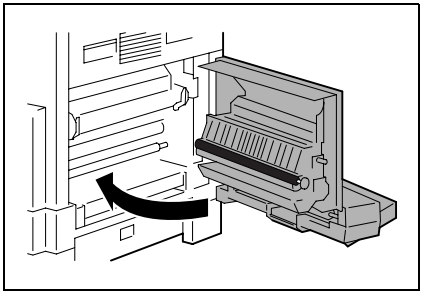
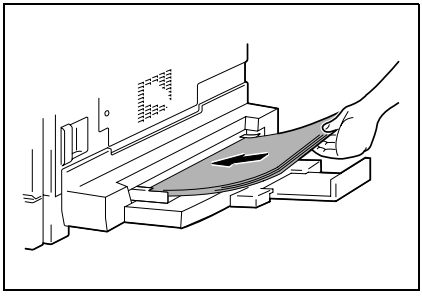
3 Slowly pull out the paper.



4 Close the Side Cover of the main unit.



5 Load the paper into the Multiple Bypass again.



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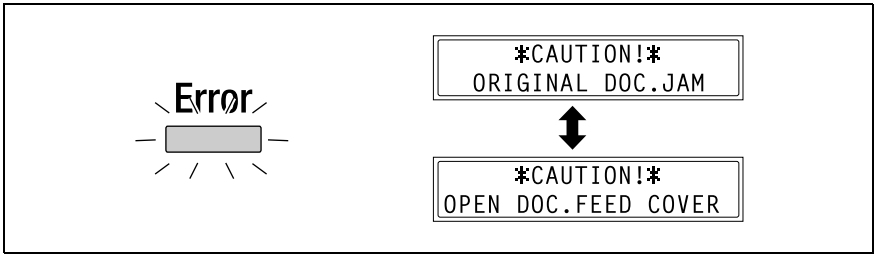
8.3 When the Message “ORIGINAL DOC.JAM” Appears

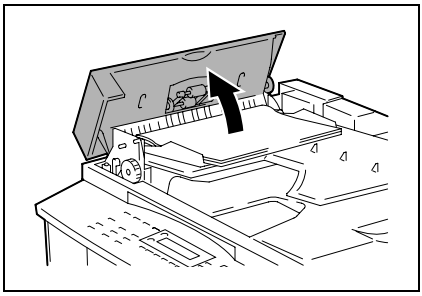
If a document misfeed occurs while the document is being fed, the message shown below appears, and copying or printing stops.

Remove the misfed document according to the following procedure.

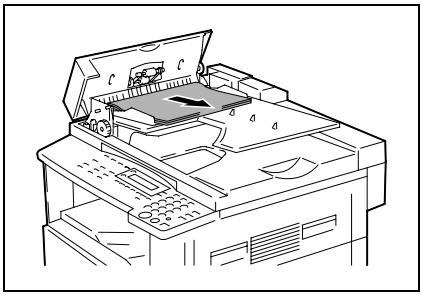


To clear a misfeed in the Automatic Document Feeder (AF-12)

1 Open the Document Feeder Cover.



2 Remove all document pages from the Document Feeder Tray.



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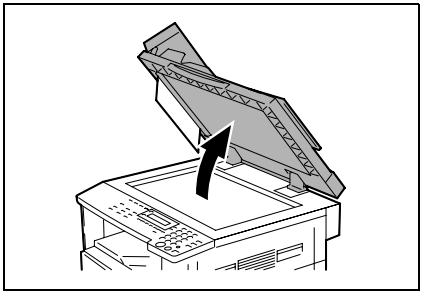
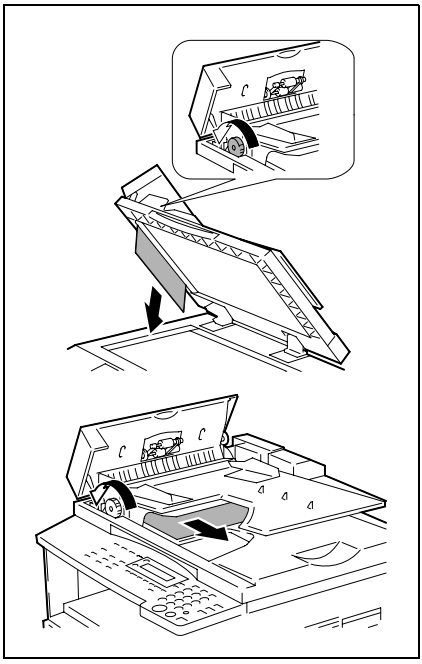
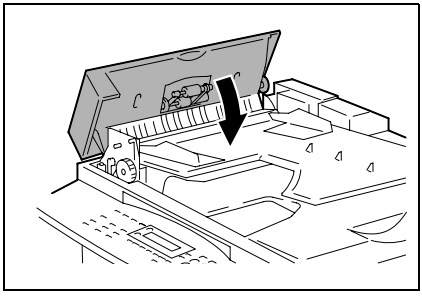
3 Lift open the Automatic Document Feeder.



4 While turning the Document Feed Knob in the direction of the arrow, slowly pull out the document.



5 Close the Automatic Document Feeder and the Document Feeder Cover.



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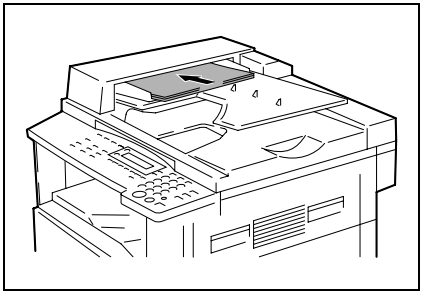
6 Load the documents removed in step 2 back into the tray.



Note

If “RETURN 1 (2) ORIG. to ADF and PRESS START KEY” appears on the display, also load the one or two document pages that caused the paper misfeed.

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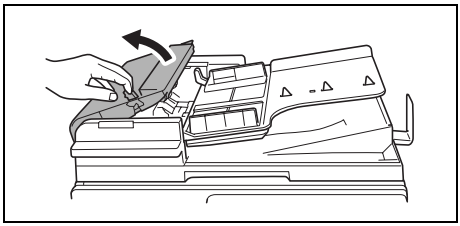
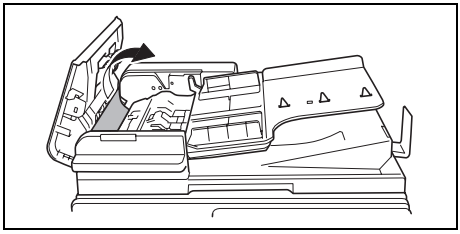
To clear a misfeed in the Duplexing Document Feeder (AFR-19)

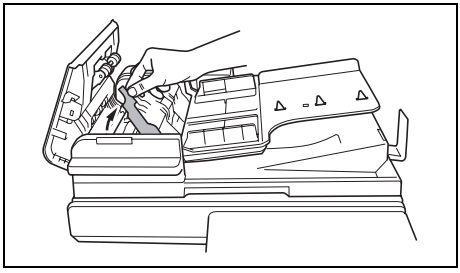
1 Pull up the lever for the Document Feeder Cover to open the cover.



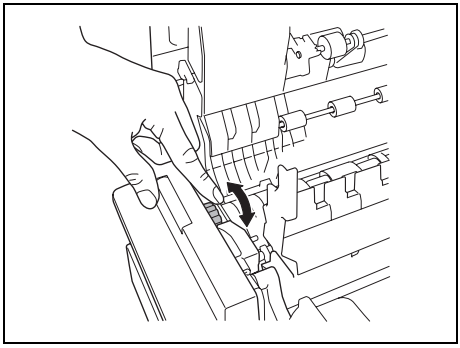
2 Carefully pull out any misfed documents.



3 Swing up the Document Guide Lever.



4 Turn the Document Feed Knob to feed out any misfed documents.



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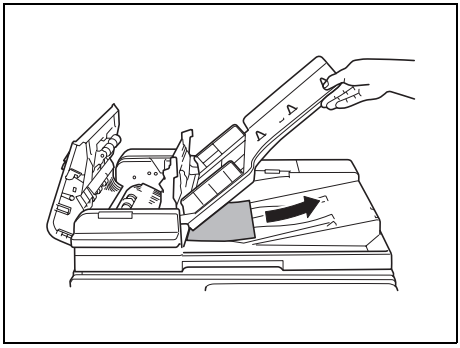
5 While supporting the Document Feed Tray with your right hand, carefully pull out any misfed documents.



6 Return the Document Guide Lever to its original position, and then close the Document Feeder Cover.

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8.4 Main Error Messages and Their Remedies

Message	Cause	Remedy
PAPER JAM (Flashing alternately) OPEN XXX SIDE COVER	A paper misfeed occurred in the main unit.	Open the cover at the indicated location, and then remove the misfed paper. (*"When the Message "PAPER JAM" Appears" on page 8-5*)
	All misfed paper was not removed from the main unit.	Check the message in the display for the location of the paper misfeed, and then remove the misfed paper. (*"When the Message "PAPER JAM" Appears" on page 8-5*)
ORIGINAL DOC.JAM (Flashing alternately) OPEN DOC.FEED COVER	A paper misfeed occurred in the Document Feeder. All misfed paper was not removed from the Automatic Document Feeder.	Open the Document Feeder Cover and the Document Feeder, and then remove the misfed paper. (*"When the Message "ORIGINAL DOC.JAM" Appears" on page 8-13*)
REMOVE PAPER IN BYPASS TRAY	Paper is loaded in the Manual Bypass.	Remove the paper from the Manual Bypass.
FRONT COVER OPEN (Flashing alternately) CLOSE FRONT COVER	The Front Cover of the main unit is open or not securely closed.	Securely close the Front Cover.
DUPLEX COVER OPEN (Flashing alternately) CLOSE DUPLEX COVER	The Duplex Unit Cover is open or not securely closed.	Securely close the Duplex Unit Cover.
DOCUMENT COVER OPEN (Flashing alternately) CLOSE DOCUMENT COVER	The Document Feeder is lifted up (while a document is loaded into it).	Securely close the Document Feeder.
DOC.FEED COVER OPEN (Flashing alternately) CLOSE DOC.FEED COVER	The Document Feeder Cover is open.	Securely close the Document Feeder Cover.
TONER EMPTY (Flashing alternately) SUPPLY TONER	The toner is empty. Copying and printing cannot be performed.	Replace the toner bottle with a new one. (*"To replace the toner bottle" on page 8-2*)
PAPER EMPTY (Flashing alternately) LOAD PAPER (#XXX)	The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Load paper of the specified size into the specified paper tray.

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Message	Cause	Remedy
SET ORIGINAL TO ADF	A document was not loaded into the Document Feeder before beginning a copy function (such as, "2in1" copying or "Mixed Orig." copying) that uses the Document Feeder. Otherwise, the Document Feeder is lifted up.	Load a document into the Document Feeder. Securely close the Document Feeder.
REMOVE PAPER	When interrupting a copy job to perform a different copy operation other than the "Book Separation" function, the document for the interrupted copy job was left in the Document Feeder.	Remove the document from the Document Feeder.
TEXT/P ×1.00 ◖[A]◗#XXX:EMPTY	(While specifying Copy settings) The selected paper tray has run out of paper. "#" indicates the paper tray, and "XXX" indicates the paper size.	Either load paper of the specified size into the specified paper tray, or press the [Paper] key and select a different paper size.
NO SUITABLE PAPER ⇕ (Flashing alternately) LOAD PAPER (#XXX)	• While copying, the size of the paper in the selected paper tray has changed. • While copying documents with mixed sizes using the Auto Paper function, paper of a suitable size could not be found. "#" indicates the paper tray, and "XXX" indicates the paper size.	Either load paper of the specified size, or press the [Paper] key and select a different paper size.
APS SIZE ERROR	While copying using the Auto Paper function, paper of a suitable size could not be found.	Either load paper of a suitable size, or press the [Paper] key and select a different paper size.
AMS SIZE ERROR	While copying using the Auto Size function, the combination of the document and paper sizes caused the zoom ratio to exceed the range between ×0.5 and ×2.0.	Either load paper of a suitable size, or use the ▼ and ▲ keys to specify the zoom ratio.
PAPER SIZE ERROR ⇕ (Flashing alternately) RESET PAPER (#XXX)	The paper loaded in the paper tray caused a size error. "#" indicates the paper tray, and "XXX" indicates the paper size.	Pull open the paper tray with the size error, and then close it again. Check if a custom paper size has been entered, and correct the paper size using the appropriate Utility mode function.
MEMORY FULL ⇕ (Flashing alternately) PRESS ANY KEY	The size of the data for the scanned image has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The scanned data should be cleared from the memory.)
PC PRINT MEMORY FULL	The image data received from the computer has exceeded the capacity of the memory.	Press any key, or turn the machine off, then on again. (The received image data should be cleared from the memory.)
SET PLUG-IN COUNTER	A counter key is not inserted.	Insert the counter key.

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Message	Cause	Remedy
UPPER TRAY FULL (Flashing alternately) REMOVE PAPER	If the optional Job Separator is installed and the paper in the Upper Copy Tray has reached the maximum capacity, printing cannot continue.	Remove all paper from the Upper Copy Tray of the Job Separator.
TRAY MOVEMENT ERROR (Flashing alternately) PRESS ANY KEY	The optional Job Separator is installed and the paper in either the Upper Copy Tray or the Lower Copy Tray has reached the maximum capacity when the machine is turned on, when copying begins, or when starting to print.	Remove the paper from the Upper Copy Tray or the Lower Copy Tray of the Job Separator, and then press any key.
CALL SERVICE(M1)	A maintenance is due.	Contact your service representative.
CALL SERVICE(M2)	The Imaging Unit should be replaced.	Contact your service representative.
MACHINE TROUBLE (Flashing alternately) (C####)	Some problem occurred in the machine.	Turn the machine off, then on again. If the error is still displayed, contact your service representative.

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Troubleshooting 9

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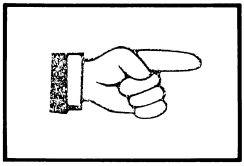
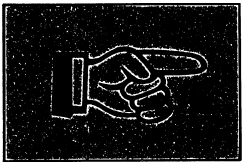
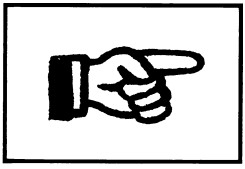
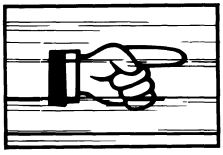
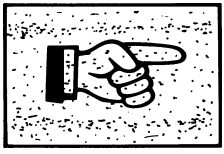
9.1 When Incorrect Copies Are Produced

Symptom	Possible Cause	Remedy
The copy is too light. 	The copy density is set too light.	Use the Auto/Photo key ► ◗ to select a darker copy density (p. 5-36).
	The copy paper is damp.	Replace the paper. (p. 3-5)
The copy is too dark. 	The copy density is set too dark.	Use the Auto/Photo key ◖ ◄ to select a lighter copy density (p. 5-36).
	The document was not pressed close enough against the Original Glass.	Position the document so that it is pressed closely against the Original Glass. (p. 3-11)
The copy is blurry. 	The copy paper is damp.	Replace the paper. (p. 3-5)
	The document was not pressed close enough against the Original Glass.	Position the document so that it is pressed closely against the Original Glass. (p. 3-11)
There are streaks through the copy. 	The Original Glass is dirty.	Wipe the glass with a soft dry cloth. (p. 10-7)
	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 10-7)
	The original is highly translucent, such as diazo photosensitive paper or OHP transparencies.	Place a blank sheet of paper over the document. (p. 3-13)
There are specks throughout the entire copy. 	A double-sided document is being copied.	If a thin double-sided document is being copied, the information on the back side may be reproduced in the copy. Use the Auto/ Photo key ◖ ◄ to select a lighter density for the background. (p. 5-36)
	The Imaging Unit has reached the end of its service life.	Contact your service representative.

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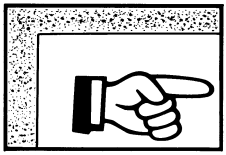
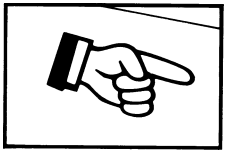
Symptom	Possible Cause	Remedy
The edge of the copy is dirty. 	The document pad is dirty.	Clean the document pad with a soft cloth dampened with a mild detergent. (p. 10-7)
	The selected paper size is larger than the document (with a Zoom setting of ×1.00).	Select a copy paper size that is the same as the size of the document. (p. 5-22) Otherwise, select the Auto Size function to enlarge the copy to the selected paper size. (p. 5-30)
	The orientation of the document is different from the orientation of the copy (with a Zoom setting of ×1.00).	Select a copy paper size that is the same as the size of the document. Otherwise, select a copy orientation that is the same as the orientation of the document.
	The copy was reduced to a size smaller than the paper (with a reduced zoom ratio).	Select a zoom ratio that adjusts the copy size to the size of the selected paper. (p. 5-30) Otherwise, select the Auto Size function to reduce the copy to the selected paper size. (p. 5-22)
The image is not aligned properly on the paper. 	The document is not positioned correctly.	Correctly position the document against the Document Scales. (p. 3-11) If the Document Feeder is installed, correctly adjust the Document Guide Plates for the size of the document. (p. 3-9)
	The document is not positioned correctly in the Document Feeder.	Lift open the Document Feeder, and correctly position the document against the Document Scales. (p. 3-11)
	The Document Guide Plates are not slid up against the edges of the document.	Slide the Document Guide Plates against the edges of the document.
	Curled paper was loaded into the paper tray.	Flatten the paper before loading it.

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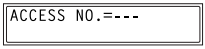
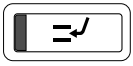
9.2 When Copying Is Not Performed Correctly

Symptom	Possible Cause	Remedy
Nothing appears on the display.	Only the [Start] key indicator is lit up in green.	The machine is in Energy Saver mode (preheat mode). Press any key to cancel Energy Save mode. (p. 2-23)
	The “AUTO SHUT OFF” function was activated.	Set the Power Switch to “O” (p. 2-22).
The [Start] key indicator is not lit up in green.	A user (section) access number has not been entered. 	Enter the user (section) access number according to the instructions in Access Numbers (p. 6-23).
Even though the [Start] key is pressed, no copies are made.	If the “Error” indicator on the Control Panel is lit, an error has occurred.	Follow the instructions in any messages that appear on the display.
	If the machine was just turned on, it is still warming up.	The machine takes about 30 seconds to warm up after it is turned on.
The machine cannot be set to Copy mode.	The machine is in Interrupt mode (the Interrupt indicator is lit). 	Press the [Interrupt] key to cancel Interrupt mode. (p. 5-38)
The machine cannot be turned on.	The power supply cord has been unplugged from the electrical outlet.	Plug the power supply cord into the electrical outlet.
	The breaker for the electrical circuit has been tripped.	Close the breaker for the electrical circuit.

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Appendix

10

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10.1 Specifications

Main Unit Di1611/Di2011

Specification	Di1611	Di2011
Type	Desktop/Console*	
Platen	Stationary	
Photo conductor	OPC	
Copying system	Electro photographic printing system	
Developing system	MTHG system	
Fusing system	Heat-roller-fixing system	
Resolution	600 dpi × 600 dpi	
Document	Types: Sheets, books, and other three-dimensional objects Size: Maximum A3 L, Ledger L (11 × 17 L) Weight: 3 kg	
Paper types	Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2) Special paper: Thick paper (91 g/m^2 to 157 g/m^2), OHP transparencies, postcards, envelopes and label sheets * Special paper can only be fed through the 1st Tray and the Manual Bypass.	
Paper sizes	1st Tray: In metric: A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, FLS (210 mm × 330 mm) In inches: Ledger L, 11 × 14 L, Legal L, Letter L/C, Invoice L/C (5-1/2 × 8-1/2 L/C) Manual Bypass: Width: 90 mm to 297 mm, length: 140 mm to 432 mm	
Paper capacity	1st Tray: Plain or recycled paper: 250 sheets Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets Envelopes: 10 envelopes Manual Bypass: Plain, recycled or special paper: 1 sheet	
Warm-up time	Less than 30 seconds (at room temperature (23°C))	
First-page print time	Less than 7 seconds (using the 1st Tray loaded with A4 C)	
Copy speed	7 sheets/minute (A3 L) 13 sheets/minute (A4 L) 16 sheets/minute (A4 C) 18 sheets/minute (B5 C)	12 sheets/minute (A3 L) 16 sheets/minute (A4 L) 20 sheets/minute (A4 C) 23 sheets/minute (B5 C)
Magnification ratios	Full size: × 1.00 Enlargement ratios: × 1.15, × 1.41, and × 2.00 Reduction ratios: × 0.81, × 0.70, and × 0.50 Zoom ratios: × 0.50 to × 2.00 (in 0.01 increments)	
Multiple copies	1 to 99 sheets	
Density control	Automatic, manual	

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Specification	Di1611	Di2011
Image loss	Leading edge: 4 mm, Trailing edge: 4 mm, Rear edge: 4 mm, Front edge: 4 mm	
Power requirements	AC 220 to 240 V, 4.5 A (Di1611), 5.5 A (Di2011), 50/60 Hz	
Power consumption	230 V: 1050 W (Di1611), 1250 W (Di2011)	
Size	599 mm (width) × 620 mm (depth) × 487 mm (height)	
Weight	39 kg	
Standard memory	Copier: 32 MB (Can be increased to a maximum of 96 MB.)	

* Depend on number of Paper Feed Unit option.

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Duplexing Document Feeder AFR-19

Specification	
Document feed method	Standard method: Single-sided documents and double-sided documents Mixed document sizes: Single-sided documents and double-sided documents
Document type	Standard method: Plain paper • Single-sided: 35 g/m^2 to 128 g/m^2 • Double-sided: 50 g/m^2 to 128 g/m^2 "Mixed Orig." function: Plain paper (50 g/m^2 to 128 g/m^2)
Document size	Standard method: A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, B6 L Mixed document sizes: Refer to the table below.
Document loading capacity	Maximum 80 sheets (80 g/m^2)
Power consumption	Less than 48 W
Size	582 mm (width) × 558 mm (depth) × 145 mm (height)
Weight	Less than 9.4 kg

Mixed Width Document Sizes (AFR-19)

Maximum Document Width		297 mm		257 mm		210 mm		182 mm	148 mm
Mixed Width Document Detection		A3 L	A4 C	B4 L	B5 C	A4 L	A5 C	B5 L	A5 L
297 mm	A3 L	○	○	—	—	—	—	—	—
	A4 C	○	○	—	—	—	—	—	—
257 mm	B4 L	○	○	○	○	—	—	—	—
	B5 C	○	○	○	○	—	—	—	—
210 mm	A4 L	○	○	○	○	○	○	—	—
	A5 C	○	○	○	○	○	○	—	—
182 mm	B5 L	—	—	○	○	○	○	○	—
148 mm	A5 L	—	—	—	—	—	—	○	○

○: Copying possible

—: Copying not possible

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Automatic Document Feeder AF-12

Specification	
Document feed method	Standard method: Single-sided documents Mixed document sizes: Single-sided documents
Document type	Standard method: Plain paper (50 g/m^2 to 110 g/m^2) "Mixed Orig." function: Plain paper (60 g/m^2 to 90 g/m^2)
Document size	Standard method: A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C Mixed document sizes: Combination of A3 L and A4 C, B4 L and B5 C, or A4 L and A5 C
Document loading capacity	Maximum 50 sheets (80 g/m^2)
Power consumption	Less than 36 W
Size	598 mm (width) × 483 mm (depth) × 102 mm (height)
Weight	Less than 6.3 kg

Paper Feed Unit PF-126

Specification	
Paper types	Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2)
Paper sizes	In metric: A3 L, B4 L, A4 L/C, B5 L/C, A5 C, FLS (210 mm × 330 mm) In inches: Ledger L, 11 × 14 L, Legal L, Letter L/C, Invoice C (5-1/2 × 8-1/2 C)
Paper capacity	250 sheets
Power consumption	Less than 9 W
Size	590 mm (width) × 558 mm (depth) × 108 mm (height)
Weight	5.5 kg

Shifting Unit OT-103

Specification	
Shifting amount	28 mm
Paper capacity	250 sheets
Power consumption	Less than 63 W

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Job Separator JS-204

Specification	
Paper types	Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2) Special paper: Cards (91 g/m^2 to 157 g/m^2), OHP transparencies, postcards, envelopes, and label sheets
Paper capacity	Upper Copy Tray: Plain or recycled paper: 100 A4-size sheets, 50 sheets of other than A4 size (stacked up to 22 mm high) Special paper: 10 sheets Lower Copy Tray: Plain or recycled paper: 150 A4-size sheets, 75 sheets of other than A4 size Special paper: 20 sheets
Power consumption	Less than 24 W

Multiple Bypass MB-6

Specification	
Paper types	Plain paper (60 g/m^2 to 90 g/m^2), recycled paper (60 g/m^2 to 90 g/m^2) Special paper: Cards (91 g/m^2 to 157 g/m^2), OHP transparencies, postcards, envelopes, and label sheets
Paper sizes	A3 L, B4 L, A4 L/C, B5 L/C, A5 L/C, FLS (210 mm × 330 mm) (Width: 90 mm to 297 mm; Length: 140 mm to 432 mm)
Paper capacity	Plain or recycled paper: 100 sheets Special paper (cards, OHP transparencies, postcards, label sheets): 20 sheets Envelopes: 10 envelopes
Power consumption	Less than 9 W
Size	(Maximum) 439 mm (width) × 435 mm (depth) × 137 mm (height)
Weight	3.0 kg

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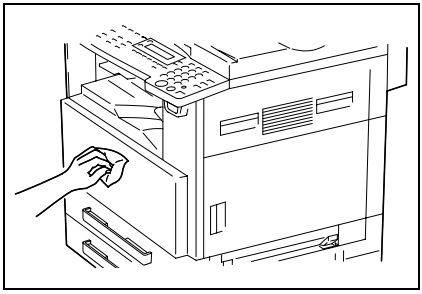
10.2 Care of the Machine

Cleaning

Turn off the machine before cleaning it.

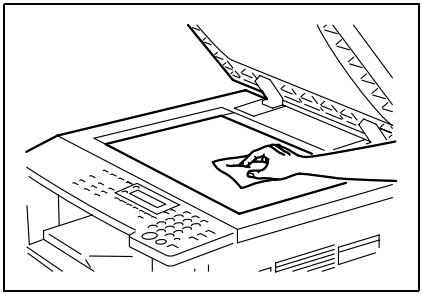
Housing

➜ Clean the surface of the housing by wiping it with a soft cloth dampened with a mild household detergent.



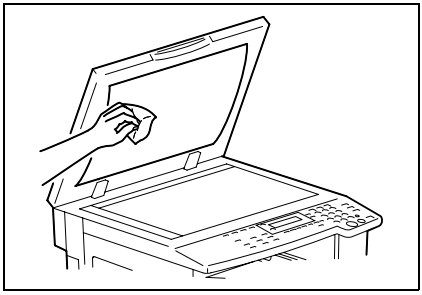
Original Glass

➜ Clean the Original Glass by wiping it with a soft, dry cloth.



Document Pad

➜ Clean the surface of the document pad by wiping it with a soft cloth dampened with alcohol.



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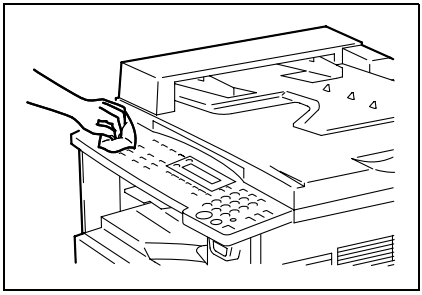
Control Panel

➜ Clean the Control Panel by wiping it with a soft, dry cloth.



...

CAUTION

Incorrectly cleaning the Control Panel keys may damage them. Never use mild household detergent or glass cleaner to clean the Control Panel.

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10.3 Function Combination Table

Function Combination Table for Di1611

Mode B: Set second / Mode A: Set first		Paper source						Zoom ratio					Mode							Document		Copy			Margin Copy	Erase						Finishing				White/Black Reversal
		APS	Manual Paper Selection (1st-5th cassette)	Manual Paper Selection (Manual Bypass Tray) Paper set	Manual Paper Selection (Multiple Bypass Tray) Paper set	Copy Quantity	AMS	Fixed Zoom Ratio	Zoom Up/Down Ratio	Anamorphous Zoom Ratio	Text/Photo Auto Density	Text Auto Density	Photograph Manual Density	Text/Photo Manual Density	Text Manual Density	Sheet Document (One-sided)	Mixed Document	Book Separation	One-sided Copy	2in1 Copy	4in1 Copy	Margin Copy	Left	Upper	Frame	Center	Frame + Center	Non-sort Copy	Sort Copy	Group Copy	White/Black Reversal
Paper source	APS	/	×	×	×	○	×	○	○	×	○	○	○	○	○	○	○	×	○	○	○	○	○	○	○	/	/	○	○	○	○	○	○	○
	Manual Paper Selection (1st-5th cassette)	×	/	×	×	○	/	○	○	○	○	○	○	○	○	○	○	–	○	×	–	○	○	○	○	–	–	○	–	○	○	○	–	○
	Manual Paper Selection (Manual Bypass Tray) Paper set	–	–	/	/	–	○ (1)	○	○	○	○	○	○	○	○	○	–	–	○	–	–	○	○	○	○	–	–	○	–	–	–	○	–	○
	Manual Paper Selection (Manual Bypass Tray) Paper empty	×	×	/	/	–	/	○	○	○	○	○	○	○	○	○	○	–	○	–	–	○	○	○	○	–	–	○	–	–	–	○	–	○
	Manual Paper Selection (Multiple Bypass Tray) Paper set	×	×	/	/	○	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Manual Paper Selection (Multiple Bypass Tray) Paper empty	×	×	/	/	○	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Copy quantity setting		○	○	×	○	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Zoom ratio	AMS	/	○	○	○	○	/	×	×	×	○	○	○	○	○	○	×	×	○	×	/	○	○	○	○	/	/	○	○	○	○	○	○	○
	Fixed Zoom Ratio	○	○	○	○	○	×	/	×	×	○	○	○	○	○	○	○	○	○	×	/	○	○	○	○	○	○	○	○	○	○	○	○	○
	Zoom Up/Down Ratio	○	○	○	○	○	×	×	/	×	○	○	○	○	○	○	○	×	○	×	/	○	○	○	○	○	○	○	○	○	○	○	○	○
	Anamorphous Zoom Ratio	×	○	○	○	○	/	×	×	/	○	○	○	○	○	○	×	○	○	×	/	○	○	○	○	○	○	○	○	○	○	○	○	○
Mode	Text/Photo Auto Density	○	○	○	○	○	○	○	○	○	/	×	/	/	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text Auto Density	○	○	○	○	○	○	○	○	○	/	/	×	/	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Photograph Manual Density	○	○	○	○	○	○	○	○	○	/	/	/	×	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text/Photo Manual Density	○	○	○	○	○	○	○	○	○	/	/	/	/	×	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
	Text Manual Density	○	○	○	○	○	○	○	○	○	×	/	/	/	/	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○
Document	Sheet Document (One-sided)	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/	/	/	○	○	○	○	○	○	○	/	/	○	○	○	○	○	○	○
	Mixed Document	○	○	×	○	○	×	○	○	×	○	○	○	○	○	/	/	×	○	○	○	○	○	○	○	/	/	○	○	○	○	○	○	○
Book Separation		×	○	×	○	○	/	○	○	○	○	○	○	○	○	×	×	/	○	×	/	○	/	/	○	○	/	○ (2)	○ (2)	○ (2)	○	○	○	○
Copy	One-sided Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/	/	/	○	○	○	○	/	/	○	○	○	○	○	○	○
	2in1 Copy	○	○	×	○	○	○	○	○	×	○	○	○	○	○	×	×	/	/	/	/	×	×	×	×	/	/	○	○	○	○	○	○	○
	4in1 Copy	○	○	×	○	○	○	○	○	×	○	○	○	○	○	○	×	/	/	/	/	×	×	×	×	/	/	○	○	○	○	○	○	○
Margin Copy		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	/	○	○	○	○	/	/	○	○	○	○	○	○	○
Erase	Left	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	/	/	/	/	/	/	○	○	○	○	○	○	○
	Upper	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	/	/	/	×	/	/	○	○	○	○	○	○	○
	Frame	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	×	○	○	○	/	/	/	/	×	/	○	○	○	○	○	○	○
	Center	×	○	×	○	○	/	○	○	○	○	○	○	○	○	×	/	/	○	/	/	○	/	/	/	/	×	○	○	○	○	○	○	○
	Frame + Center	×	○	×	○	○	/	○	○	○	○	○	○	○	○	×	/	/	○	/	/	○	/	/	/	/	×	○	○	○	○	○	○	○
Finishing	Non-sort Copy	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○ (2)	/	○	○	○	○	○	○	○	○	○	/	×	/	○	○	○	○
	Sort Copy	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○ (2)	/	○	○	○	○	○	○	○	○	○	/	/	×	○	○	○	○
	Group Copy	○	○	×	○	○	○	○	○	○	○	○	○	○	○	○	○ (2)	/	○	○	○	○	○	○	○	○	○	×	/	/	○	○	○	○
White/Black Reversal		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	/
Interrupt		○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	–	–	○			

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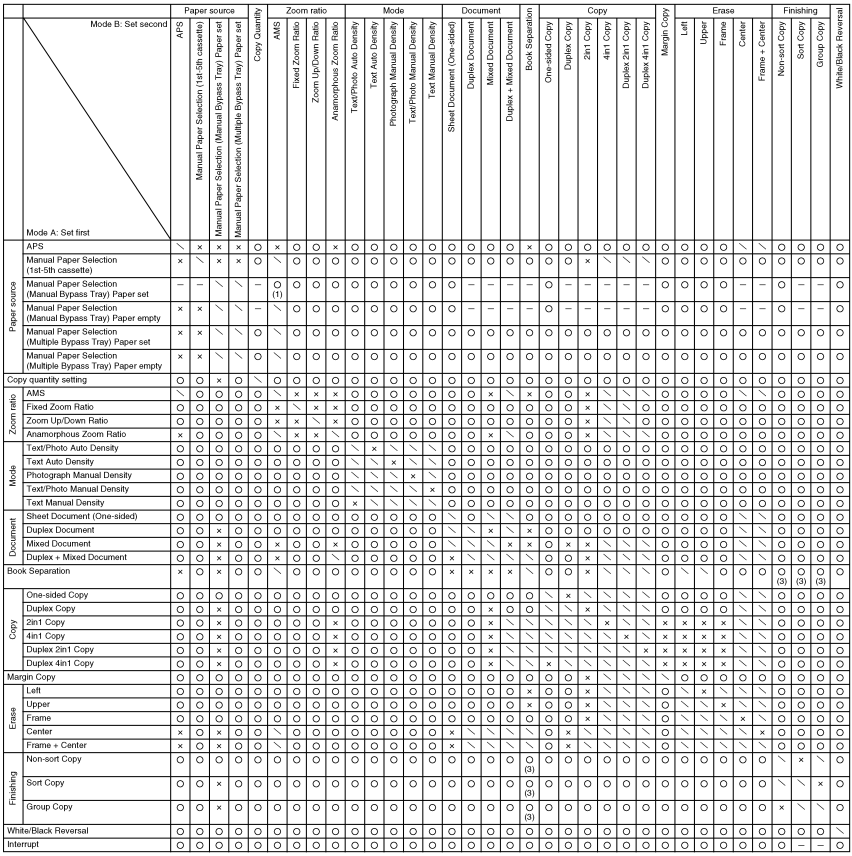
Function Combination Table for Di2011



Function Combination Codes

Code	Description
○	The functions can be combined.
×	When mode B is set, mode A is canceled automatically.
–	The functions cannot be combined. Mode B cannot be set.
\	This combination possibility does not exist during operation.
(1)	APS is skipped.
(2)	Book Separation can be combined with Sort/Group. However, regardless of the selected Finishing setting, the final output is the same.
(3)	Book Separation + Duplex can be combined with Sort/Group. However, regardless of the selected Finishing setting, the final output is the same.

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10.4 Paper Size and Zoom Ratio Tables

Copy Paper Sizes

Paper format	Size (millimeters)	Size (inches)
A3	297 mm × 420 mm	11-3/4 × 16-1/2
A4	210 mm × 297 mm	8-1/4 × 11-3/4
A5	148 mm × 210 mm	5-3/4 × 8-1/4
A6	105 mm × 148 mm	4-1/4 × 5-3/4
B4	257 mm × 364 mm	10 × 14-1/4
B5	182 mm × 257 mm	7-1/4 × 10
B6	128 mm × 182 mm	5 × 7-1/4
Postcard	100 mm × 148 mm	4 × 5-3/4

Paper format		Size (inches)	Size (millimeters)
Ledger		11 × 17	279 mm × 432 mm
11 × 14		11 × 14	279 mm × 356 mm
Computer		10-1/8 × 14	257 mm × 356 mm
10 × 14		10 × 14	254 mm × 356 mm
9-1/4 × 14		9-1/4 × 14	236 mm × 356 mm
Legal		8-1/2 × 14	216 mm × 356 mm
Foolscap	Government Legal	8-1/2 × 13	216 mm × 330 mm
Foolscap		8 × 13	203 mm × 330 mm
Foolscap		8-2/3 × 13	220 mm × 330 mm
Foolscap	Folio	8-1/4 × 13	210 mm × 330 mm
8-1/4 × 11-3/4		8-1/4 × 11-3/4	210 mm × 301 mm
Letter		8-1/2 × 11	216 mm × 279 mm
Government Letter		8 × 10-1/2	203 mm × 267 mm
Quarto		8 × 10	203 mm × 254 mm
Statement	Invoice	5-1/2 × 8-1/2	140 mm × 216 mm

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Zoom Ratios

Metric sizes		
Document size	Paper size	Zoom ratio
A3 297 mm × 420 mm 11-3/4 × 16-1/2	A4	× 0.70
	A5	× 0.50
	B4	× 0.86
	B5	× 0.61
A4 210 mm × 297 mm 8-1/4 × 11-3/4	A5	× 0.70
	A6	× 0.50
	B5	× 0.86
	B6	× 0.61
	A3	× 1.41
	B4	× 1.22
A5 148 mm × 210 mm 5-3/4 × 8-1/4	A6	× 0.70
	B6	× 0.86
	A4	× 1.41
	A3	× 2.00
	B4	× 1.73
	B5	× 1.22
A6 105 mm × 148 mm 4-1/4 × 5-3/4	A4	× 2.00
	A5	× 1.41
	B5	× 1.73
	B6	× 1.22
B4 257 mm × 364 mm 10 × 14-1/4	A4	× 0.81
	A5	× 0.57
	B5	× 0.70
	B6	× 0.50
	A3	× 1.15
B5 182 mm × 257 mm 7-1/4 × 10	A5	× 0.81
	A6	× 0.57
	B6	× 0.70
	A3	× 1.63
	A4	× 1.15
	B4	× 1.41

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B6 128 mm × 182 mm 5 × 7-1/4	A6	× 0.81
	A4	× 1.64
	A5	× 1.15
	B4	× 2.00
	B5	× 1.41

English sizes		
Document size	Paper size	Zoom ratio
11 × 17 279.4 mm × 431.8 mm	11×14	× 0.82
	Legal	× 0.77
	Foolscap	× 0.75
	Letter	× 0.64
	Invoice	× 0.50
11 × 15 279.4 mm × 381 mm	11 × 14	× 0.93
	Legal	× 0.75
	Foolscap	× 0.77
	Letter	× 0.73
	Invoice	× 0.50
11 × 14 279.4 mm × 355.6 mm	Legal	× 0.77
	Foolscap	× 0.77
	Letter	× 0.77
	Invoice	× 0.50
Legal 8-1/2 × 14 215.9 mm × 355.6 mm	Foolscap	× 0.92
	Letter	× 0.78
	Invoice	× 0.60
	11 × 17	× 1.21
Foolscap 8-1/2 × 13 215.9 mm × 330.2 mm	Letter	× 0.84
	Invoice	× 0.65
	11 × 17	× 1.30
	11 × 14	× 1.07
Letter 8-1/2 × 11 215.9 mm × 279.4 mm	Invoice	× 0.64
	11 × 17	× 1.29
	11 × 14	× 1.27

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Invoice 5-1/2 × 8-1/2 139.7 mm × 215.9 mm	11 × 17	× 2.00
	11 × 14	× 1.64
	Legal	× 1.54
	Foolscap	× 1.50
	Letter	× 1.29

Zoom ratio=Paper size/Document size

1 inch = 25.4 mm

1 mm = 0.0394 inch

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Index

11

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11.1 Index

Numerics

1st Tray paper setting 7-19
2in1 copying 6-2
4in1 copying 6-2

A

Administrative settings 7-26
Auto panel reset 2-23, 7-7
Auto paper 5-22
Auto shut off 2-23, 7-9
  Administrative settings 7-28
Automatic paper size detection units 7-18

B

Binding margin 6-18
Book separation 6-4

C

Care of the machine 10-7
Components 2-8
Control Panel
  Access key 6-23
Control panel 2-17
  Energy save key 2-23
  Interrupt key 5-38
Copy density 5-36
  Setting 5-37
Copy functions
  4in1 copy order 7-53
  Binding position 7-45
  Binding width 7-46
  Copy priority 7-51
  Crisscross mode 7-54
  Default density level (Auto) 7-43
  Default density level (Manual) 7-44
  Default finishing mode 7-52
  Default mixed originals setting 7-50

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Density priority 7-42
Duplex copy 7-55
Erased width 7-47
Priority paper size or tray 7-41
Small original 7-48
Copy program
Recalling 6-22
Storing 6-20
Copying
Simple copying 3-2

D

Default settings 2-22
DENSITY(BOOK) 7-12
Document feeder 7-11, 10-5
Document misfeed 8-13
Drum dehumidifying 7-24

E

Energy save mode 2-23, 7-8
Erase function 6-15
Error messages 8-18

F

Finishing copies 6-10
Grouping 6-13
Sorting 6-12
Function combination table 10-9

I

Incorrect copies 9-2
Installation site 2-2
Interrupting copy jobs 5-38

J

Job separator 10-6

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L

Language setting 7-15
LCD contrast 7-14
Legal restrictions on copying 2-7
Loading paper 3-4
- 1st Tray 3-5
- 2nd (3rd/4th/5th) Tray 3-7
- Bypass Trays 5-10

Loading the documents 3-9
- Books 3-15
- Document feeder 3-9
- Mixed sizes 3-16
- OHP transparencies 3-13
- Original glass 3-11

M

Machine settings 7-5
Main unit 2-10
Manual feeding 5-8
Manual paper selection 5-23
Menu commands 7-3
Multiple bypass 10-6

N

Negative/positive inverted copying 6-17

O

Operation precautions 2-4
Options
- Document feeder 2-13
- Job separator 2-16
- Multiple bypass 2-14
- Paper feed unit 2-15

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P

Paper feed unit 10-5
Paper feeding 1-4
Paper misfeed clearing 8-5
Automatic document feeder 8-13
Main unit 8-6
Multiple bypass 8-11
Paper feed unit 8-10
Paper orientation 1-5
Paper size and zoom ratio tables 10-11
Paper source 5-22
Setup 7-16
Paper specifications 5-2
Paper type function 7-22
Power source 2-2
Power supply 2-22

Q

Queued copy jobs 2-24

S

Scanning image quality 7-11
Shifting unit 10-5
Space requirements 2-3
Specifications 10-2

T

Toner replenishing 7-25, 8-2
TOTAL COUNT 3-19
Turning on/off 2-22

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U

User management
Administrative settings 7-30
User-managed service tasks 7-23
Utility mode 7-2
Copy setting 1 7-40
Copy setting 2 7-49

Z

Zoom setting 5-30
Auto zoom ratio 5-31
X/Y zoom function 5-34

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